Change Order Request Form
Multiple Accounting Distributions (FOAP's)

Use this form to request a Change Order on a Purchase Order which has multiple accounting distributions (FOAP's) and multiple sequences (commodity level accounting).

Instructions:
(1) Check your budget availability (FGIBAVL) before completing this request.
(2) Review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit. If sufficient budget is available and your PO isn't in deficit, proceed with the request.

1. Date of Request: _____
2. Purchase Order Number: _____
3. Name of Vendor: _____

Accounting Distribution Information

		Current FOAP [Fund-Org-Acct-Program]	*NEW* FOAP [Fund-Org-Acct-Program]
4.	Accounting Distribution (FOAP):		
5.	Accounting Distribution (FOAP):		
6.	Accounting Distribution (FOAP):		
7.	Accounting Distribution (FOAP):		
8.	Accounting Distribution (FOAP):		
9.	Accounting Distribution (FOAP):		
10.	Accounting Distribution (FOAP):		
11.	Accounting Distribution (FOAP):		
12.	Accounting Distribution (FOAP):		

Submit a Separate Multiple Change Order Form for more than 9 Accounting Distributions (FOAP)

Historical Financial Information *(use FGIENCD to view previous changes)*

13. *Original* Purchase Order Amount (PORD): _____
14. *Previous* Change Order(s) (CORD): _____ *(if applicable)*

15. *Current* Purchase Order Balance (FGIENCD): _____

If this Change Order Reflects a Decrease Include a Minus Symbol

	Line Item	Accounting Distribution (FOAP):	[+] INCREASE OR [-] DECREASE Encumbrance	FROM: (Original Amt)	TO: (NEW Amt)
16.	#				
17.	#				
18.	#				
19.	#				

20. **NEW** Purchase Order Balance: _____
    (*Current PO Balance +/- this Change Order*)

21. **NEW Purchase Order Amount:** _____
    (*Original Purchase Order Amount (PORD): +/- Previous Change Order(s) +/- this Change Order*)

22. **Reason for Change:**
_____

23. Requested by: _____
24. College/Department: _____
25. Managerial Approval: _____