

Instructions for Completing Change Order Request Forms

A “Change Order Request Form” must be submitted when certain adjustments are necessary on a Purchase Order. These adjustments include (1) an increase to the dollar amount, (2) a decrease to the dollar amount, or (3) an accounting distribution change. If you are merely requesting that the Purchase Order be “closed” (remaining encumbrance liquidated) a simple email request is sufficient.

From the *Downloads*, select the change order request form for a “single account code”. Once completed, this form should be forwarded to your District Buyer via email (be sure to copy your Approver, Budget Officer and Accounts Payable personnel on the email).

Single Accounting Distribution

Use this form to request a Change Order on a Purchase Order which has only one accounting distribution (document level accounting).

STEP 1. If you are requesting an INCREASE on a Purchase Order, *first* check your account's budget availability (FGIBAVL) and complete a budget transfer (FGAJVCD) if necessary.

STEP 2. Go to the *Detail Encumbrance Activity* screen (FGIENCDC), enter your Purchase Order number in the *Encumbrance* field and **Page Down** to view the Purchase Order's current activity.

Note: If you do not know the Purchase Order number go to FOIDOCH, enter the Requisition number and **Page Down** to display the corresponding document numbers.

Detail Encumbrance Activity (FGIENCD)

To view additional details for any of the transactions listed, place your cursor in the *Transaction Date* field for that line entry, go to the *Help* menu and select **List**. Press **Page Down** to scroll through the document.

STEP 3. Complete the *Change Order Request Form* as outlined below:

- Line 1. Enter the current date.
- Line 2. Enter the number of the Purchase Order to be changed.
- Line 3. Enter the name of the vendor.
- Line 4. Enter the *current* accounting distribution (Fund-Organization-Account-Program) as shown on the FGIENCD screen.

- Line 5. As applicable, enter the *new* accounting distribution (FOAP); complete this line **ONLY** if you wish to *change* the account charged on the Purchase Order.
- Line 6. Enter the *original* dollar total for the Purchase Order; this figure is available on FGIENCD under the transaction listing with the type code of "PORD".
- Line 7. As applicable, enter the dollar total of any *previous* change orders; figure(s) available on FGIENCD under the transaction listing with the type code(s) of "CORD".
- Line 8. This field will be *automatically* calculated to reflect the "**Current Purchase Order Total**" (the sum of Lines 6 and 7).
- Line 9. As applicable, enter the amount by which you wish to **INCREASE** the Purchase Order; enter this amount as a positive number (+).
- Line 10. As applicable, enter the amount by which you wish to **DECREASE** the Purchase Order; enter this amount as a negative (-) number.
- Line 11. This field will be *automatically* calculated to reflect the "**NEW Purchase Order Total**" (the sum of Lines 8, 9 and 10).
- Line 12. Enter any comments you wish to make regarding your change order request (optional).
- Line 13. Enter the Requestor's name (normally the person who entered the Requisition).
- Line 14. Enter your *Department* or *Division* (along with your site location).
- Line 15. Enter (type in) the Approver's name (the person who approved the Requisition); the Approver should also be copied on the email forwarding the request form to Purchasing.

Sample Request Form



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

Change Order Request Form

Single Accounting Distribution

		<u>Line #</u>
Date of Request:	April 29, 2008	1
Purchase Order Number:	P0800437	2
Name of Vendor:	Casey Printing, Inc.	3
<u>Accounting Distribution Information</u>	[Fund-Orgn-Acct-Program]	
Current Accounting Distribution:	10002-2150-5694-675000	4
NEW Accounting Distribution:		5
	<i>(if applicable)</i>	
<u>Dollar Amount Information</u>		
Original Purchase Order Amount:	\$103,000.00	6
[+/-] Previous Change Order(s):	6,100.00	7
	<i>(if applicable)</i>	
Current Purchase Order Total:	\$109,100.00	8
<i>This Change Order Request:</i>		
[+] INCREASE Purchase Order by:		9
[-] DECREASE Purchase Order by:	(4,100.00)	10
NEW Purchase Order Total:	\$105,000.00	11
Comments:		
Please decrease purchase order by \$4,100 to release encumbrance \$.		12
Requested by:	Rachel Miller	13
Department/Division:	Skyline PIO/Marketing	14
APPROVED by:	Robin Smith, Director	15

PLEASE NOTE: (1) Always check your account's budget availability (FGIBAVL) *before* requesting an INCREASE on a PO; complete a budget transfer as necessary. (2) Always review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit.