



PURCHASE ORDER CHANGE FORM

Purchase Order (4XXXXXXXXXX)/
 Purchasing Group: _____ Shopping Cart: _____

Supplier _____ FY _____ PO

Action Requested By: _____ Date _____ Phone/email _____

DESIRED ACTION TO BE TAKEN (check appropriate box on left OR right section below):	
<p>Further Action Required - check appropriate line and complete next four sections:</p> <p><input type="checkbox"/> Budgetary Modifications</p> <p><input type="checkbox"/> Decrease</p>	<p>No Further action required - check appropriate line and proceed to signature line:</p> <p><input type="checkbox"/> Close (Invoices have been paid against this order)</p> <p><input type="checkbox"/> Cancel (There have been no invoices paid against this order)* <small>*Has vendor been notified about order cancellations?</small></p>

To be completed for DECREASE (also complete Justification section)

Line Item #	Cost Object Type*	Cost Object #	GL Account #	Business Area #	Grant #	Current Amount	Amount to Decrease	New Amount

To be completed for BUDGETARY MODIFICATIONS (also complete Justification section)

Transfer	Cost Object Type*	Cost Object #	GL Account #	Business Area #	Grant #	Project #	Clarify Amount (Total amount being transferred) From and To Amounts must match
From							
To							
From							
To							
From							
To							

DETAILED JUSTIFICATION - SPECIFIC REASON FOR DECREASE

APPROVALS (required for all actions)	
<p>The requested action support our objectives and is appropriate within University policies.</p> <p>_____</p> <p style="text-align: center;">Budget Administrator/Budget Executive Name</p> <p>Signature of Budget Administrator/Budget Executive _____ Date _____</p>	<p>Sufficient funds will exist for changes requiring additional funds. Changes comply with University fiscal policy.</p> <p>_____</p> <p style="text-align: center;">Financial Officer Name</p> <p>Signature of Financial Officer _____ Date _____</p>

SUBMISSION INSTRUCTIONS

PREFERRED METHOD OF SUBMITTING A PURCHASE ORDER CHANGE FORM: After completing Purchase Order Change Form, rename the file to be uploaded as "POCF", attach and send via email to purchasing@psu.edu, referencing the shopping cart or PO number in the subject line of the email (e.g, 4100000123).