



Purchase/Standing Order # & PA Code _____ Requisition # _____

Supplier _____ FY _____ PO SO: Changes cannot be made to a multi-year standing order

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>Increase Budgetary Modifications</p> <p>Decrease</p>	<p>No Further action required - check appropriate box and proceed to signature line:</p> <p>Close (Invoices have been paid against this order)</p> <p>Cancel (There have been no invoices paid against this order)*</p> <p>*Has vendor been notified about order cancellation? _____</p> <p>Release Wire Transfer Encumbrance</p>

To be completed for **INCREASE or DECREASE** (also complete Justification)

Line Item	Account String and Fund #	Object Code	Admin Area	Government Contract String	Project Number	Current Order Amount	Amount to Increase /Decrease	New Order Amount

NOTE: If Purchase Order Change Form is to increase the order to a total value over \$9,999.99 a **SOLE SOURCE JUSTIFICATION FORM** or a competitive bid may be required in accordance with Purchasing Policy BS09.

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

-	Account String and Fund #	Object Code	Admin Area	Government Contract String	Project Number	Clarify Amount (Total amount being transferred) From and To Amounts must match
From						
To						
From						
To						
From						
To						

DETAILED JUSTIFICATION - SPECIFIC REASON FOR INCREASE/DECREASE

Empty box for detailed justification.

APPROVALS (required for all actions)

<p>The requested action support our objectives and is appropriate within University policies.</p> <p>_____ Date</p> <p>Budget Administrator/Budget Executive</p>	<p>Sufficient funds will exist for changes requiring additional funds. Changes comply with University fiscal policies.</p> <p>_____ Date</p> <p>Financial Officer</p>
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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", and attach the form as a comment on the appropriate PO or Requisition. BE SURE to select the "Email Notification(s) box, and select the correct Purchasing Assistant by clicking "add email receipt"; otherwise the POCF will NOT be processed. If you are not the requisitioner, or on the approval path for the PO, please submit the POCF via email to purchasing@psu.edu, referencing the Requisition or PO number, along with the PA Code in the subject line of the email (e.g, E17-012345 G)."