

When to use the Change Request Form to alter a Purchase Order

When Change Request Form **Should** be Used

- Changes to Quantity
- Changes to Unit Price
- Increases to Order Value & Encumbrance
- Decreases to PO Value & Encumbrance
- Correction of Part Number/Description
- FOAPAL Code Changes

When the Change Request Form **Should Not** be Used

- To Change a Vendor, **the PO must be closed and a new requisition submitted**
- To Close/Cancel a Purchase Order, **a comment should be entered and addressed to the Solutions Team to close PO's**
- To Re-open a Purchase Order, **if the PO was closed in the current year it can be reopened via a comment to the Solutions Team. If the PO was closed in the prior year it cannot be reopened in Banner.**