## Use:

To request adjustment to the encumbered amount of a purchase order; to request a change to the Budget Purpose and/or Departmental Activity of the order; and/or to request a change to Item Descriptions. This form may not be used to change a supplier. A change in supplier necessitates a new purchase order.

## Access:

Access the Purchase Order Revision Request form via the AIS eforms.

## Instructions:

Preparer Information - Provide information for individual Purchasing may contact with questions regarding the revision request. All fields required.

Purchase Order Information - Identify the existing purchase order for the revision request. All fields required.

Revision Request Information

Reason for Request –

Provide a detailed description as to why the request is being made.

Provide the dollar amount of the purchase order as it stands prior to the request being made. Complete the fields to illustrate what changes are being requested of the purchase order. Enter a negative number for decreasing dollar amount.

Revised Purchase order Dollar Amount (Total) – this is a calculated field that uses the current PO dollar amount and the increase/decrease/addition provided.

Change Account (BP) Information - Use this table if you need to move money from one budget purpose to another.

Note to Buyer - Provide any additional information to clarify details or reason for revision request.

Approvals:
Account Fiscal Officer – Required for all budget purpose (accounts) involved.

Propriety – Requires signature from the Office of Research and Projects if using a grant account (76xxxx).

Vice Chancellor/Provost – reference guidelines from the appropriate VC/Provost office

Purchasing/Chancellor/President – obtained when appropriate by purchasing staff

**<u>Questions:</u>**

Contact Purchasing Department, 618-650-3255

**<u>Routing:</u>**

Submit completed requisition with appropriate signatures and supporting documents to Purchasing Department, Campus Box 1012