

Amendments to Purchase Order or Blanket Purchase Order

This form is to be used to amend a purchase order or blanket purchase order. It must be signed by the fiscal agent. ONE PURCHASE ORDER AMENDMENT PER FORM.

Your current purchase order encumbered amount may be accessed in Datatel through the PINQ form by entering the purchase order number. The total will be listed at the top of the screen.

Your current blanket purchase order encumbered amount may be accessed similarly in Datatel through the BINQ form. The total encumbered amount will be given near the bottom of the screen.

REMINDER:

If your purchase order or blanket purchase order was originally under the sealed bid limits, your amendment cannot cause the amount to exceed these limits. Current expenditure guidelines and bid limits can be viewed at the Purchasing website: <http://www.comptroller.ilstu.edu/purchasing/>

Call 438--1946 if you have questions on the amendment or cancellation process. Call your fund accountant in the Comptroller's Office with questions on your account balances.

Attach relevant documentation and mail to 1220 Purchasing or fax to 438-5555.

Amendment Request

Blanket/Purchase Order number _____, Requisition number _____

Vendor Name: _____

Increase Decrease by \$ _____ to create a new total amount of \$ _____

Reason for Amendment: _____

Contact person: _____ Phone number: _____

Signature of Fiscal Agent

Date

For Purchasing Use Only:

Data Entry Confirmation

Initial Date

Final Date

PPB Posting Approval \$ _____ Amended Concurrence # _____

Buyer Approval

Date

Assistant Director (bid level +)

Date