

1. Open the [Purchase Order Change Form](#) on SharePoint and fill in the “PO Number” and “Vendor” Boxes according to your current Blanket.

New item



ILLINOIS STATE UNIVERSITY
Illinois' first public university

Purchasing Office
Campus Box 1220
Normal, IL 61790-3040
Phone: (309) 438-1946
Purchasing@IllinoisState.edu

Purchase Order Change FormThis form is used to submit a Purchase Order Amendment, Close, or Rollover request.**Purchase Order Information**

PO Number:

Vendor:

Form Type: * required

Supporting Documentation

Attachments:

There is nothing attached.
 Attach file

Authorization

Budget Officer: * required

☐ I certify that I am authorized to make this request. I accept the responsibility for its accuracy. This request is ready to be sent to the Budget Officer for approval.

2. Open the Purchase Order Change Form on SharePoint and choose the correct Form Type from the drop-down list. (Remember: “copier rollovers” technically use the Form Type “Amendment” since it allows for us to complete multiple requests all at once, for example, increase + rollover, new account type + rollover, etc.)

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PO Number:

Vendor:

Form Type: * required

Supporting Documentation

Attachments:

Amendment
Close
Rollover

Authorization

Budget Officer: * required

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- Once you select “Amendment” from the drop-down list, there will be a question on the right-hand side that asks, “Is this a copier rollover?” Checkmark the box next to this question to signify yes.

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Purchase Order Change Form

This form is used to submit a Purchase Order Amendment, Close, or Rollover request.

Purchase Order Information

PO Number:

Vendor:

Form Type:

PO Amendment

Amendment Type:

Is this a copier rollover? ☒

Please provide the install date of the copier in question, and a breakdown of the G/L account updates in the Reason for Request field. Common GL accounts are outlined in the [Copier Information Packet](#).

Account Number/Item:

Original PO Amount:

Change Amount:

- Choose the “Amendment Type” you need from the drop-down list. The three provided are as follows:

***Increase:** For when your department needs to add funds to your Purchase Order Blanket because there is not enough for the next Fiscal Year.

***Decrease:** For cases in which your department initially included a large overage allowance, but it has been determined that the reserved funds are no longer needed. (Decreases are not to be used to “unencumber” accounts during Fiscal Year end. Remaining balances on Copier blankets will be “unencumbered” once the blanket has completed being rolled from one Fiscal Year into the next.)

***No Dollar Level Change:** For when your department just needs to roll the Purchase Order Blanket but does not need to add additional funds.

PO Amendment

Amendment
Type:

Increase

Is this a copier rollover?



Please provide the install date of the copier in question, and a breakdown of the G/L account updates in the Reason for Request field. Common GL accounts are outlined in the [Copier Information Packet](#).

Account Number/Item:

Original PO Amount:

Change Amount:

New Total Amount:

Reason for Request:

☐ Check this box if you have a second amendment for the same Purchase Order.

5. Fill in the remaining boxes to your department's needs.

- Account Number/Item: If the account number requires an update, please make a note within the "Reason for Request" box.
- Original PO Amount: You can use the number of Remaining Funds left on the Blanket (viewable in Colleague) to fill in this box.
- Change Amount: If making an Increase, this would be how much money you need to add onto the Blanket for next Fiscal Year. If no dollar change, leave this box blank.
- New Total Amount: This is the amount you want the Blanket to be starting at for the next Fiscal Year.

PO Amendment

Amendment
Type:

Increase

Is this a copier rollover?



Please provide the install date of the copier in question, and a breakdown of the G/L account updates in the Reason for Request field. Common GL accounts are outlined in the [Copier Information Packet](#).

Account Number/Item:

00100-00-100100100-730000

Original PO Amount:

768.00

Change Amount:

132.00

New Total Amount:

900.00

Reason for Request:

Copier installed 7/1/2029. Rollover blanket. Increase of \$132 needed due to unexpectedly large overage bill this month. Please breakdown into the following: \$350 in account -709100, \$100 in -730000, and \$450 in prepaid.

☐ Check this box if you have a second amendment for the same Purchase Order.

6. Next, add attachments if needed. (e.g., Renewal documents, a copy of the original agreement, etc.)



Supporting Documentation

Attachments: There is nothing attached.
 Attach file

Authorization

Budget Officer:  * required

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X (check the certification box above to sign)

7. Then, input your Budget Officer's name in the search box.

Supporting Documentation

Attachments: There is nothing attached.
 Attach file

Authorization

Budget Officer:  * required

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X (check the certification box above to sign)

8. Finally, check mark the certify box and click submit.

Authorization

Budget Officer:  * required

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X (check the certification box above to sign)

