Amendments/Cancellations to Purchase Order or Blanket Purchase Order

This form is to be used to amend or cancel a purchase order or blanket purchase order. It must be signed by the fiscal agent. Send to 1220 Purchasing or fax to 438-5555.

Your current purchase order encumbered amount may be found by using the PINQ screen in the Datatel system. Type in the purchase order number when prompted for it and press ok or enter. The total will be listed at the top of the screen.

Your current blanket purchase order encumbered amount may be found similarly by using the BINQ screen. 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 438-7611 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. Thanks for your cooperation!

PLEASE - ONE AMENDMENT OR CANCELLATION PER FORM.

Amendment/Cancellation Request

I wish to amend OR cancel (circle one)
Blanket/Purchase Order number ________________, Requisition number ___________
by the amount of: $_______________
to create a new total dollar amount of $_________________.
Contact person: ____________________________ Phone number: _______________

_______________________________________  ____ _____________
Signature of fiscal agent      Date

Mail to 1220 Purchasing, or fax to 438-5555.