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 _______________________ Assistant Director (bid level +) Date

Revised 6/08/12