

## Auburn Montgomery Purchase Order Change Request Form

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Vendor Name: \_\_\_\_\_

**Cancel/Close Purchase Order** (This will remove any remaining encumbered funds)

**Modifications to be make to existing Purchase Order**

Changes to FOAP's		Changes to funding (\$)		FUND	ORG	ACCOUNT	PROG	AMOUNT
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					
<input type="checkbox"/> Remove	<input type="checkbox"/> Add	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease					

Guide to common changes:

To add additional funds to a PO: check "Increase" funding, enter FOAP and amount to add

To decrease funds on a PO: check "Decrease" funding, list FOAP and the amount to remove

To change a FOAP (whole or any part): check "remove" and list the FOAP to be removed then on the next line check "Add" and list the FOAP to be added with applicable funding

Support/Clarification/Reasons for the above change(s):

**Submit completed PO Change Forms Requests**

1 - Directly to the PPS office

9th Floor Library Tower

**OR**

2 - Electronically to PPS@aum.edu

Signature Approval: \_\_\_\_\_  
**Dean, Director or Department Head**

**PPS Office Use Only**

Fund	Org	Account	Prog	Encumbrance	Liquidated	Balance