Office of the University Controller
Florida State University
6300A University Center
Tallahassee, FL 32306-2391
Ctl-AuxiliaryAccounting@fsu.edu

Internal Purchase Order Change Request

INSTRUCTIONS: Please fill out all fields as indicated for each section. Attach additional pages if needed. Submit electronically via email using the "Email Form" button below. Paper forms are not accepted.

Selling auxiliaries should be notified of the need to charge a new purchase order (PO) or PO line or adjust the goods/services provided. The PO encumbers funds and is required for services to be rendered, but does not communicate the need for changes in PO/PO line or goods/ services to the auxiliary. Contact the selling auxiliary to convey this information.

Section I. Please fill out all fields.

Requestor: Date: PO# Supplier ID: Supplier Name:

Department Approval

Dept. Approver (Name):

Dept. Signature:

Date:

Sponsored Research (SR) Approval (*Required for 5xx Funds*)

SR Approver (Name):

SR Signature:

Date:

Additional Approver *(if needed)*

Approver (Name):

Signature:

Date:

Section II. Please fill out applicable fields.

- ○ **Close this entire PO:** Auxiliary PO's are closed only at year-end unless Sponsored Research requires closure. The only way to "close" an internal PO is to unencumber funds you do not plan to use on each line by reducing the amount on each line. To do this, simply indicate the amount you'd like to reduce each line by in the description field in the table below. If you believe there are extenuating circumstances requiring PO closure, contact Ctl-AuxiliaryAccounting@fsu.edu with details.
- ○ **Cancel this entire PO:** This is an option only when vouchers haven't been processed on the PO; i.e. when the PO hasn't been charged yet.
- ○ **Other changes:** Describe in the table below. For example, indicate if you need to add a line, change a category code, change an amount , or update an optional chartfield.

Line	Action Description	Category Code	Dept ID	Fund	Project	CF 1	CF 2	CF 3	New Price	New Total

Email Form to Sponsored Research

Email Form to Auxiliary Accounting