



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.

Section I. Please fill out all fields.

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.

Internal PO Change Request
DLU 06/20