

## Instructions for completing the Request for Change Order form

In an effort to address the many questions regarding the “Request for Change Order” procedure, the University’s Purchasing office has revised and simplified the “Request for Change Order” form. Please follow the instructions below, and if you have any questions, please call any Purchasing representative listed on the office’s web site at: <http://cpmcnet.columbia.edu/dept/purch/>.

\*Grey shaded areas on the form will be completed by the Purchasing office. Do not write in these areas.

\*\* In completing this form please remember that the information on the form reflects the total account history of the purchase order, and must not reflect just the unspent amount (s) remaining in the order. Please see the instructions for Section C for further details.

In completing the form please remember that the “tab” key will automatically carry you forward to the next function.

### **Section A:**

Please provide the information requested at the top of the form, including the department number, requisition number, purchase order number, and name of vendor. Please confirm if a copy of the change order is to be sent to the vendor, or if this is to be an internal correction.

### **Section B:**

Please identify the type of action to be taken by checking the appropriate box, and then cite the reason(s) for the change.

1. Please remember that contract purchase orders automatically close out three months after the expiration date, therefore, no action is required to release these encumbrances. If the period for a contract purchase order is still valid, no action should be taken to clear unspent balances.
2. Regular purchase orders with balances less than \$200 will automatically close out after six months of inactivity.
3. Purchase orders may not be canceled once the product/service has been received and paid for. To correct an open encumbrance for orders that were received and paid for, send the check numbers and dates to the Accounts Payable department. If certain items or quantities need to be increased or decreased for specific reasons, this information should be included in the Request for Change Order form.
4. There is no university policy that requires outstanding purchase orders - which cross fiscal periods - to be liquidated in the current period and

re-opened in the new period. Outstanding balances under current purchase orders will be recorded as being fully expensed during the current fiscal year and any open commitments carried beyond June 30 will be credited towards the next fiscal year. Please call the Controller's office for a complete explanation of the mechanics of the process.

5. If your only intent is to change the period of performance on an existing purchase order, indicate in the "Reason(s) for Action" section that the only purpose for the change order is to amend the purchase order or contract term. The account and dollar amounts in Section C will reflect no change to the purchase order's current account/amount information.

### **Section C:**

The amounts and accounts cited in this section must reflect the total history of the purchase order, not just the order's current history. If an account cited on the original purchase order has been fully liquidated that account and its original amount must still be cited on the Request for Change Order form. Account numbers with different sub-account numbers must be listed separately. Only a total of five different account/sub-account numbers can be listed on any purchase order. If a purchase order is funded by more than five different account/sub-account numbers, the department has one of two choices to make:

1. Submit a separate requisition to issue a new purchase order.
2. Request a separate extract using the original purchase order number.

Please remember that it will be the responsibility of the submitting department to keep appropriate billing records if a second purchase order is issued, or if a separate extract for the initial purchase order is issued.

In the first two columns, under "Total Current Value of PO," you are to cite the current accounts and amounts cited on the order, including, as stated above, the amount(s) of liquidated accounts. In the next two columns, under "Requested Change," you are to state the changes to existing accounts/sub-accounts, or cite any new accounts/sub-accounts to be used to fund the purchase order. Please remember the five account/sub-account limitation mentioned above.

For example, if a purchase order for \$24,000 was issued under account 1-23456-7890, and you want to increase this amount by \$5,000, the form will be completed as follows:

<b>Total Current Value of PO</b>		<b>Requested Change</b>		<b>Revised Total Value of PO</b>	
Account	Amount	Account	Amount	Account	Amount
1-23456-7890	\$24,000	1-23456-7890	\$5,000	1-23456-7890	\$29,000
Net Total Value of PO before change:	\$24,000	Net Change:	\$5,000	1-23456-7890	\$29,000

Follow the same procedure for any liquidations or decreases to existing account. Cite the decrease amount in the “Requested Change” column. *It is important to remember that when you are decreasing an account, you must include a minus (-) signed in front of the subtracted amount.*

<b>Total Current Value of PO</b>		<b>Requested Change</b>		<b>Revised Total Value of PO</b>	
Account	Amount	Account	Amount	Account	Amount
1-23456-7890	\$24,000	1-23456-7890	- \$5,000	1-23456-7890	\$19,000
Net Total Value of PO before change:	\$24,000	Net Change:	- \$5,000	1-23456-7890	\$19,000

To transfer part of the current dollar amount to a new account or sub-account, the form will be complete as follows; you will state in Section B “transfer of existing funds into a new sub-account, and a new account/sub-account” and complete Section C as follows:

<b>Total Current Value of PO</b>		<b>Requested Change</b>		<b>Revised Total Value of PO</b>	
Account	Amount	Account	Amount	Account	Amount
1-23456-7890	\$24,000	1-23456-7890	- \$10,000	1-23456-7890	\$14,000
		1-23456-0987	\$5,000	1-23456-0987	\$5,000
		4-97531-2468	\$5,000	4-97531-2468	\$5,000
Net Total Value of PO before change:	\$24,000	Net Change:	0	1-23456-7890	\$24,000

If there is no change to a particular account please remember that you must use zero (0) as a placeholder, as in the example below. Here \$10,000 is being added to the purchase order, but the increase is funded from two new accounts, and there is no change in the original account's dollar amount.

<i>Total Current Value of PO</i>		<i>Requested Change</i>		<i>Revised Total Value of PO</i>	
Account	Amount	Account	Amount	Account	Amount
1-23456-7890	\$24,000	1-23456-7890	0	1-23456-7890	\$24,000
		1-23456-0987	\$5,000	1-23456-0987	\$5,000
		4-97531-2468	\$5,000	4-97531-2468	\$5,000
Net Total Value of PO before change:	\$24,000	Net Change:	\$10,000	1-23456-7890	\$34,000

**Section D** will be completed by the Purchasing office.

**Authorizations:** Please have the appropriate DAF signatory sign here. Please remember that it is always the total value of the purchase order that must be approved of, not just an individual increase. For example, if the original value of the purchase order is \$24,000, and it is being increased by \$100, the DAF signatory with approval over \$10,000 must sign the request form because the total value of the PO after the increase is applied is \$24,100. Consequently, if you are only redistributing the initial amount of a PO valued at \$10,000 or more to separate account(s)/sub-account(s), a DAF signatory with authority to sign over \$10,000 is required to sign the request form. Forms received by the Purchasing office that do not include the signature of an appropriate DAF signatory will be returned to the sender.