Clear Form

The University of Georgia

Accounts Payable

State Purchase Order and Field Purchase Order Internal Change Order

Card Code Number 62 Date _____

Vendor _____

The following modifications are to be made to:

		Card Column	Field Change Code
	Purchase Request Number.	3-10	n/a
	State/Field Purchase Order Number.	11/18	
_____	Delete Amount By.		
	Delete Amount to Equal.	28-37	1
_____	Change Vendor Name To.	42-61	2
_____	Increase Amount By.		
	Change Open Balance To.	28-37	3
_____	Change Blanket/Indefinite Blanket Order Code To.	41	4
_____	Change State/Field Purchase Order Number To. .	11-18	5
_____	Change Confirmation Code To.	19-22	9

Reason for Change Order:

Signed by _____ Title _____ Date _____

For Accounts Payable Use

Is this order recorded in the Liability Account? _____ Yes _____ No

If yes, the amount of the overage is to be set-up in a "B" Purchase Request Number.

Account to be Set-up. . . . . _____

_____ Cancel Existing Encumbrance. . . . . _____

_____ Change Amount to. . . . . _____

_____ Set-Up Purchase Request Number. . . . . _____

_____ Set-Up Amount. . . . . _____