



## QUICK TIPS

### Purchase Orders – Change Orders

| Step | Process                                  | Comments  |
|------|--|---|
| 1    | Click on the ? icon.                     | Changes may be made on the Header, Schedule or Distribution. You must use the change icon for each. |
| 2    | Enter the change data.                   |   |
| 3    | Document changes in the Header Comments. | Use the following format: Date, what is the change, Name/initials of person doing the change.       |
| 4    | Self Approve.                            | This step may not be required.  |
| 5    | Budget Check.                            | May not be required if the change does not impact the budget dollars.                               |
| 6    | Save.                                    |   |
| 7    | Approve Amounts.                         |   |
| 8    | Dispatch PO.                             | May not be required if the change does not impact the vendor.                                       |
|      |  |   |
|      |  |   |
|      |  |   |

#### Processing Tips

- A. You cannot change the vendor on a purchase order. You must cancel the existing purchase order and initiate a new purchase order for the new vendor.
- B. Dispatch is only required when the change impacts vendor information or if required.
- C. You cannot decrease the quantity below the received or invoiced quantity.

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**If a discrepancy is found in the above information, email  
[Laura.Lovell@core.state.ok.us](mailto:Laura.Lovell@core.state.ok.us) with the details.**

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|-----------------|----------|
| Date            | 11/01/03 |
| Revision Number | 1        |
| Form Number     | PO - 4   |