



QUICK TIPS

Requisition Change Order

Step	Process	Comments
1	Click on the blue ? icon.	This icon is available on the form page and the schedule page.
2	Make the appropriate changes.	
3	Document changes in the Header Comments.	Use the following format: Date, what is the change, name of person doing the change.
4	Save.	Please note your change number.
5	Approve.	
6	Budget Check.	This may not be required if the changes did not impact the budget status.

Processing Tips

- A. You cannot decrease or cancel a requisition that has been sourced to a purchase order.
- B. Document all changes per Step 3 for auditing purposes.
- C. Always check the blue ? icon on the Form tab. Sometimes you may have to check the blue ? icon on both the Form tab and the Schedule tab.
- D. To change information on the header details hit the ? icon on the Form tab.
- E. To change information on the amount, quantity or ship to address hit the ? icon on the Schedule Tab.
- F. You will not see a change order number until you hit the save button.

**If a discrepancy is found in the above information, email
Laura.Lovell@core.state.ok.us with the details.**

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