

## **DECREASE STANDING ORDER**

Please see the attached examples

- Go to FGIENCD in Banner
  - Where it reads Encumbrance at the top left hand corner type in your PO number and click next block.
- On the change order form fill in:
  - Purchase Order Number and Date.
  - Vendor
    - Listed in FGIENCD as Description.
    - Also listed on your copy of the PO.
  - Buyer
    - The Buyer will be an employee of the Purchasing department. You can find this information listed at the bottom of your PO or in FOIDOCH.
  - List your reason for change.
    - NOTE: If you have multiple line items please list the line number you would like for the increase to be applied to.
  - Check the Standing Order Decrease box.
- Look for your Encumbrance amount in FGIENCD. The Encumbrance amount as the “PO Previous Total.”
- Look at the Liquidation. This is the amount of money that has been spent on the PO. Use the Liquidation amount and add the dollar amount you need to remain on the PO as the balance.
  - This number will be your PO New Total.
- Be sure to fill in the Requestor section in the bottom left hand side.
- Obtain department head approval.
- This form can be faxed to 450-5020 or emailed to [purchasing@uca.edu](mailto:purchasing@uca.edu)

# Purchase Order Change Order Form

Purchasing use only C/O #
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\*Complete only the areas to be changed. Fax to: Purchasing Office ONLY at 450-5020.  
DO NOT DUPLICATE.

Purchase Order # P0103706 Date: 3/28/2017

Vendor Name: Canon

Buyer: Holly Gibbons

Reason for change: For future expenses

**Check appropriate action to be taken below:**

- |                                                                                                     |                                                                                          |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Standing Order Increase                                                    | <input checked="" type="checkbox"/> Standing Order Decrease                              |
| <input type="checkbox"/> Close existing unused Purchase Order<br>Supplier must be notified by Dept. | <input type="checkbox"/> Final Liquidation and Close Remaining<br>Purchase Order Balance |

**Line Item Changes:**

<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Line Item#	_____
<input type="checkbox"/> Quantity	Previous Qty: _____	New Qty:	_____
<input type="checkbox"/> Unit Price	Previous Amt: _____	New Amt:	_____
<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	Line Item#	_____
<input type="checkbox"/> Quantity	Previous Qty: _____	New Qty:	_____
<input type="checkbox"/> Unit Price	Previous Amt: _____	New Amt:	_____

PO Previous Total: 1,885.00 PO New Total: 1,713.64

(Example: \$120.00 Balance) Liquidation \$1,593.65 + \$120.00 = \$1713.64

Approval Department Head	<u>Cassandra McCuien-Smith</u> Printed	<u>Cassandra McCuien Smith</u> Signature	<u>3/28/17</u> Date
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Requestor: <u>Holly Gibbons</u> Signature	A/P Initials: _____ Circle appropriate selection: <b>CLOSE/ Finalize</b>	Date Received (Purchasing Use only)
Department: <u>Purchasing</u>	Buyer Initials: _____	
Phone: <u>501-852-0728</u>	Change Order completion date: _____	
Email: <u>Hollys@uca.edu</u>		

**SCREEN NAME: FGIENCD**

File Edit Options Block Item Record Query Tools Help



Detail Encumbrance Activity FGIENCD 8.3 (PROD)

Encumbrance: P0103706

Encumbrance Period: All

Description: Canon Solutions America, Inc.  
 Date Established: 08-AUG-2016 Balance: 291.36

Status: O Type: P  
 Vendor: B01164491 Canon Solutions America, Inc.

Item: 0 Document Accounting Distribution

Sequence: 1 Fiscal Year: 17 Status: O Commit Indicator: U

COA Index Fund Orgn Acct Prog Actv Locn Proj  
 U [ ] 110001 [ ] 710145 2150 [ ] [ ] [ ]

Encumbrance: 1,885.00 Liquidation: -1,593.64 Balance: 291.36

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
08-AUG-2016	PORD	P0103706		1,345.00	1,345.00
18-AUG-2016	INEI	I0326745		-160.80	1,184.20
13-SEP-2016	INEI	I0328794		-116.43	1,067.77
27-SEP-2016	INEI	I0330409		-225.01	842.76
10-OCT-2016	INEI	I0331895		-136.12	706.64
11-NOV-2016	INEI	I0335327		-124.91	581.73
13-DEC-2016	INEI	I0338412		-111.96	469.77
13-JAN-2017	INEI	I0340341		-125.08	344.69