

PURCHASING FORMS MANUAL

Subject: Purchase Requisition Changes, Supplements and Cancellations

Section: 7.01A

Issuance Status and Effective Date: Revised 11-17-10

The Purchase Order

After the Purchase Requisition is completed in Banner (FPAREQN) and the appropriate approval levels assigned (FOAAINP), Purchasing will process the Purchase Requisition and issue a Purchase Order that will be e-mailed to the requisitioner listed in the Requestor/Delivery section. See samples of completed PR's and PO's.

It is the department's responsibility to send a copy of the purchase order and/or confirm the purchase order to the vendor.

Changing, Supplementing, or Canceling a Purchase Order

To make changes to a Purchase Order after it has been issued, a Purchase Requisition Form must be completed indicating and explaining the changes. This form can be obtained on the Purchasing website <http://uhaweb.hartford.edu/purchase/forms.htm>. A change in a Purchase Order is when there is a change in the number, quantity, or cost of items being ordered or a code change. A cancellation cancels the Purchase Order. The Numbers for the items below correspond to the sample form at the end of this section.

1. **CHANGE THE PURCHASE ORDER** – On the requisition form, place an "X" in the box if you are making a change to a Purchase Order. You must also include the PO number and the PR number. Include the Vendor Name, Ship to Address, and have the appropriate signatures. In the Description section, indicate the nature of the change; the dollar amounts and other special instructions. In addition to stating the amount of the change, list what the new balance should be after the change. Complete the Vendor information, Budgetary, and department information.
2. **SUPPLEMENT TO THE PURCHASE ORDER** – On the requisition form, place an "X" in the *change* box if you are making an addition /deletion to a Purchase Order. You must also include the PO number and the PR number and have the appropriate signatures. In the description section, indicate/explain the nature of the change to the order. Any dollar amounts on the requisition should be only additions or deletions to the total of the original Purchase Order. In addition to stating the amount of the change, list what the new balance should be after the change. Complete the Vendor information, Budgetary, and department information.
3. **CANCELLING THE Purchase Order** – On the requisition, place an "X" in the *cancel* box if you are canceling a purchase order. You must also include the PO number and the PR number. When an existing Purchase Order is cancelled, the corresponding Purchase Requisition is also cancelled and the monies returned to the Fund/Org. and sub-account that was charged.
4. **FORWARD TO PURCHASING** - The completed Manual Requisition form should be forwarded to Purchasing with the appropriate authorized signatures, account codes. Purchasing cannot process a paper requisition without the proper authorizing signatures

It is the canceling department's responsibility to notify the vendor of the cancellation.