

Instructions for Preparation of University of Hawaii
Hard Copy Purchase Order Change Form

a. General Guidelines

The purchase order change form (POCF) shall be used to change specifications to a previously issued purchase order. Accordingly, the POCF should be issued to notify a vendor when there are any material changes to the original order and/or to record changes to the accounting data.

The POCF is a five-part form composed of the following:

White copy	- Vendor copy
Yellow copy	- OPRPRM copy
Golden copy	- Requisitioner copy
Orange copy	- Fiscal Officer copy
White copy	- Disbursing copy

b. Completion Instructions

All fields must be completed unless noted as optional.

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|---------------------------|--|
| 1) Campus | Enter Campus Code originally indicated on the purchase order. |
| 2) Department | Enter organization for which the purchase was made. |
| 3) Vendor | Enter name and address of vendor to whom original purchase order was issued. |
| 4) Date of Change | Enter date form is prepared (mm/dd/yy). |
| 5) Purchase Order Number | Enter original purchase order number that is to be changed. |
| 6) Requisition Number | Enter requisition number that initiated original purchase (if applicable). |
| 7) Vendor Code | Leave vendor code blank. |
| 8) Requisitioner/Tel. No. | Enter requisitioner's name and telephone number. |

- 9) Type of Change
- Place "X" in the appropriate box(es). Note: If change is only to account code and/or object code distribution, POCF should not be sent to vendor.
- 10) Original Order Reads
- . Item No.
 - . Quantity
 - . Description
 - . Object Code
 - . Unit Price
 - . Amount
- Enter text as originally appeared in these fields on the purchase order.
- 11) Change Order To Read
- . Item No.
 - . Quantity
 - . Description
 - . Object Code
 - . Unit Price
 - . Amount
- Enter changes to these fields as applicable.
- If there is an increase in the total amount of the purchase order which would exceed the fiscal officer's delegated authority, the change order shall be sent to a designated departmental fiscal officer with greater purchasing authority or to OPRPRM, as applicable, for approval. For modifications, list items to be changed as they should appear. For partial cancellations, list items to be cancelled. For total cancellations, indicate that the order is totally cancelled.
- 12) Net Change
- Enter net change in amount resulting from this purchase order change (difference between original amount and changed amount) then check whether this amount is an increase or a decrease. If there is no change to the amount, enter -0-.

- 13) Summary of Account Code/Object Code Changes Detailed changes to account code/object code distribution. Net summary of debit (increase) and credit (decrease) amounts should be equal to Item 12, Net Change.
- 13a) Account Code Enter appropriate 6-digit account code.
- 13b) Object Enter appropriate 4-digit object code.
- 13c) Amount Enter encumbrance adjustment amount.
- 13d) Debit (D)/ Credit (C) Enter "D" for Debit to denote an increase to an account code/object code distribution or "C" for Credit to denote a decrease to an account code/object code distribution.
- 14) Reason for Change Enter concise reason why the change is necessary.
- 15) Approving Authority Signature of individual (including title) authorized to certify that the purchase order change supports program objectives.
- 16) Purchasing Officer/Date Signature of the appropriate Purchasing Officer from a University program or from the Office of Procurement, Real Property and Risk Management.
- 17) Fiscal Officer Signature of Fiscal Officer authorized to certify as to availability of funds for the account code(s) cited and as to compliance with applicable University policies and procedures. Include appropriate F.O. code number. If Fiscal Officer is the same as Purchasing Officer, it is not necessary to sign here.