How to fill out a change order request form to close a purchase order:

1. Choose your supplier. If your PO is a punch-out you will choose the non-catalog vendor. For example if you are closing a Staples purchase order you would choose Staples Advantage as the supplier.

2. Enter complete purchase order number.

3. Provide a detailed justification for your change order request.

4. Check the box “Check if you wish to close or cancel your PO”.

5. Provide the amount paid for any line item that has an open encumbrance. This information can be found by looking at your Invoices tab on your purchase order. We do not close lines that are fully or over-invoiced.

6. Notify Vendor of Change – If the cancelled purchase order needs to be sent to the vendor, check this box.

7. Enter the new total of the original PO, which should match your paid invoice total on the original PO, which can be found on the Invoices tab of your purchase order.

8. Scroll to top of form and choose Add and go to Cart and click Go.