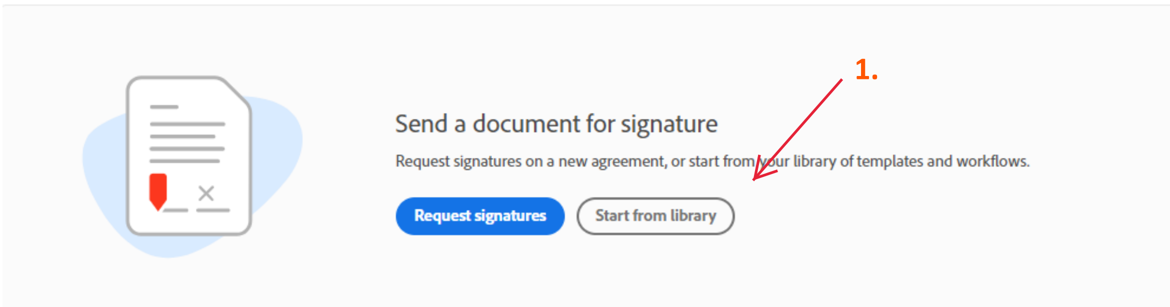
Change Order Form Instructions

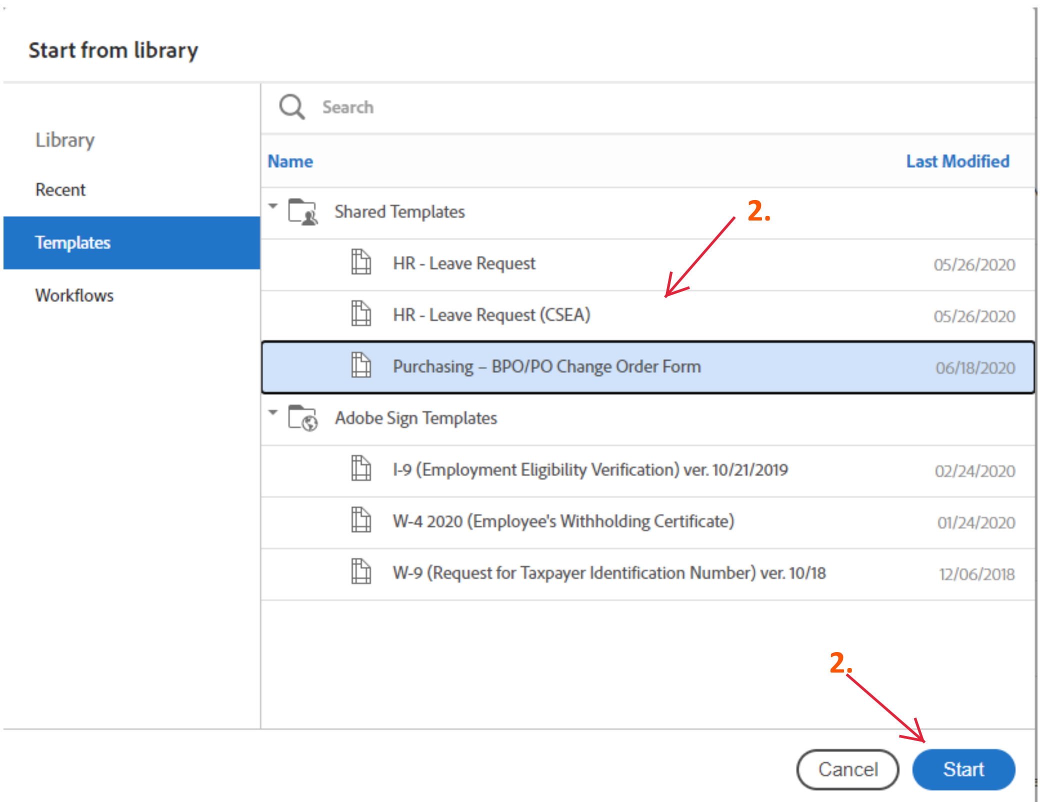
Complete form for Change Orders using Adobe Sign. Log in to [Adobe-Sign.]

Instructions to login to your Adobe Sign account [here.]

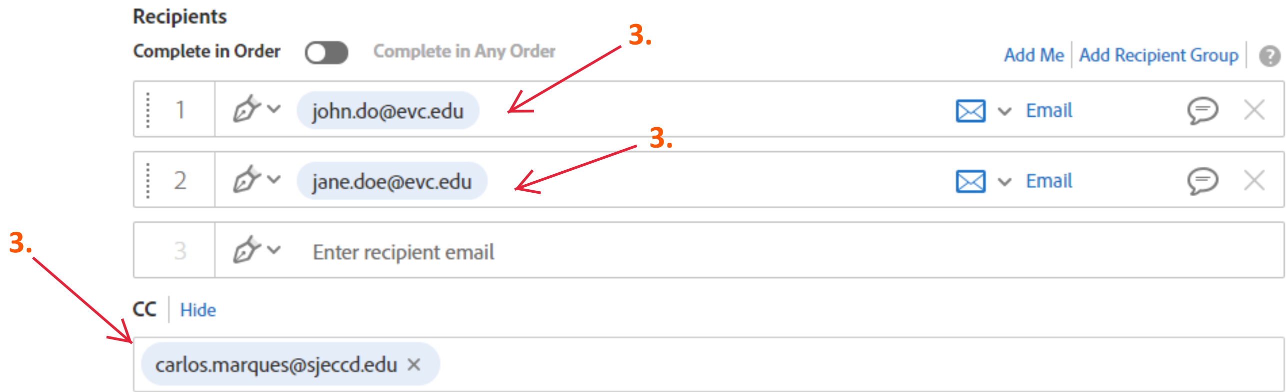
1. From the landing page, select "Start from Library"



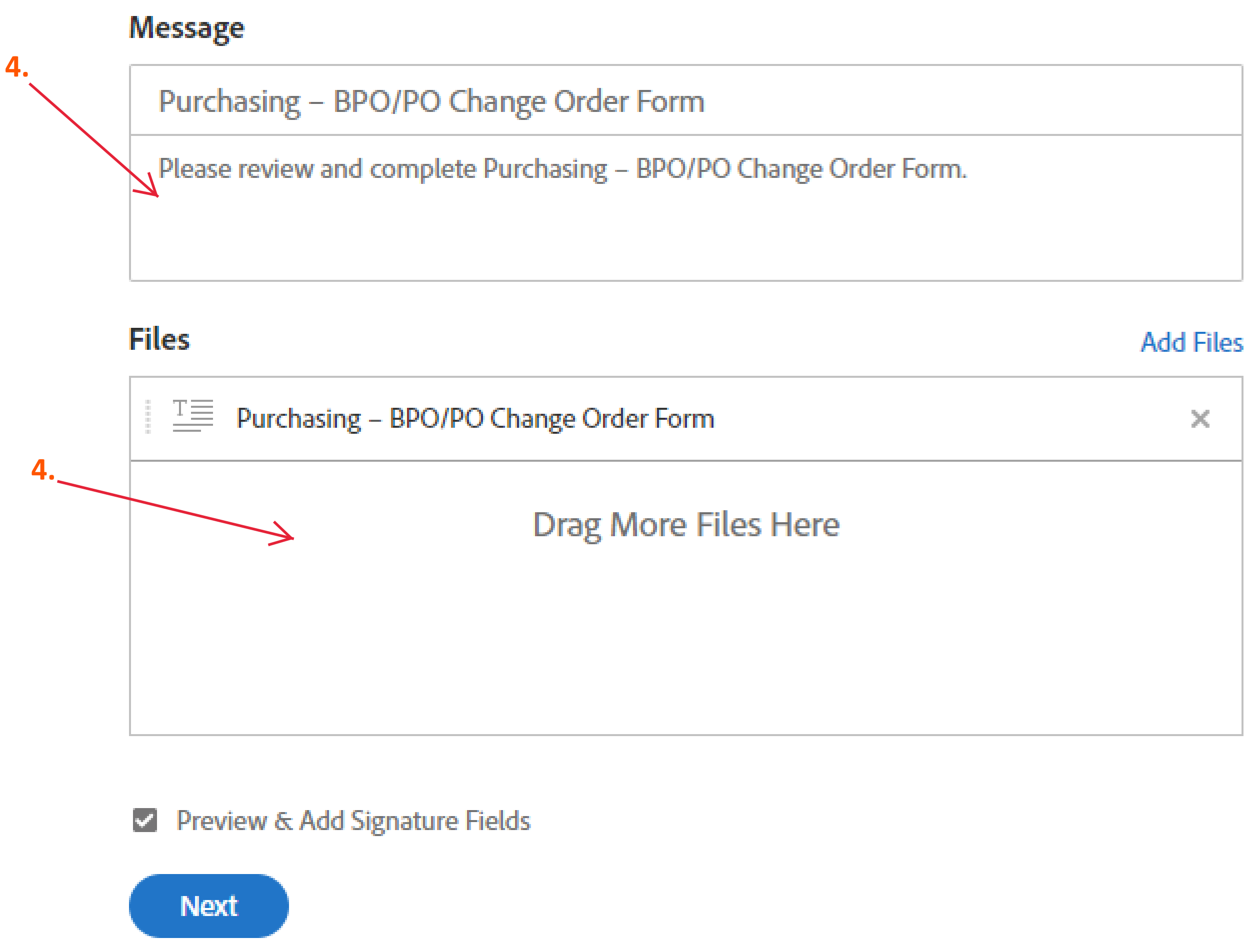
2. Select Templates > Shared Templates > Purchasing – BPO/PO Change Order Form > Start

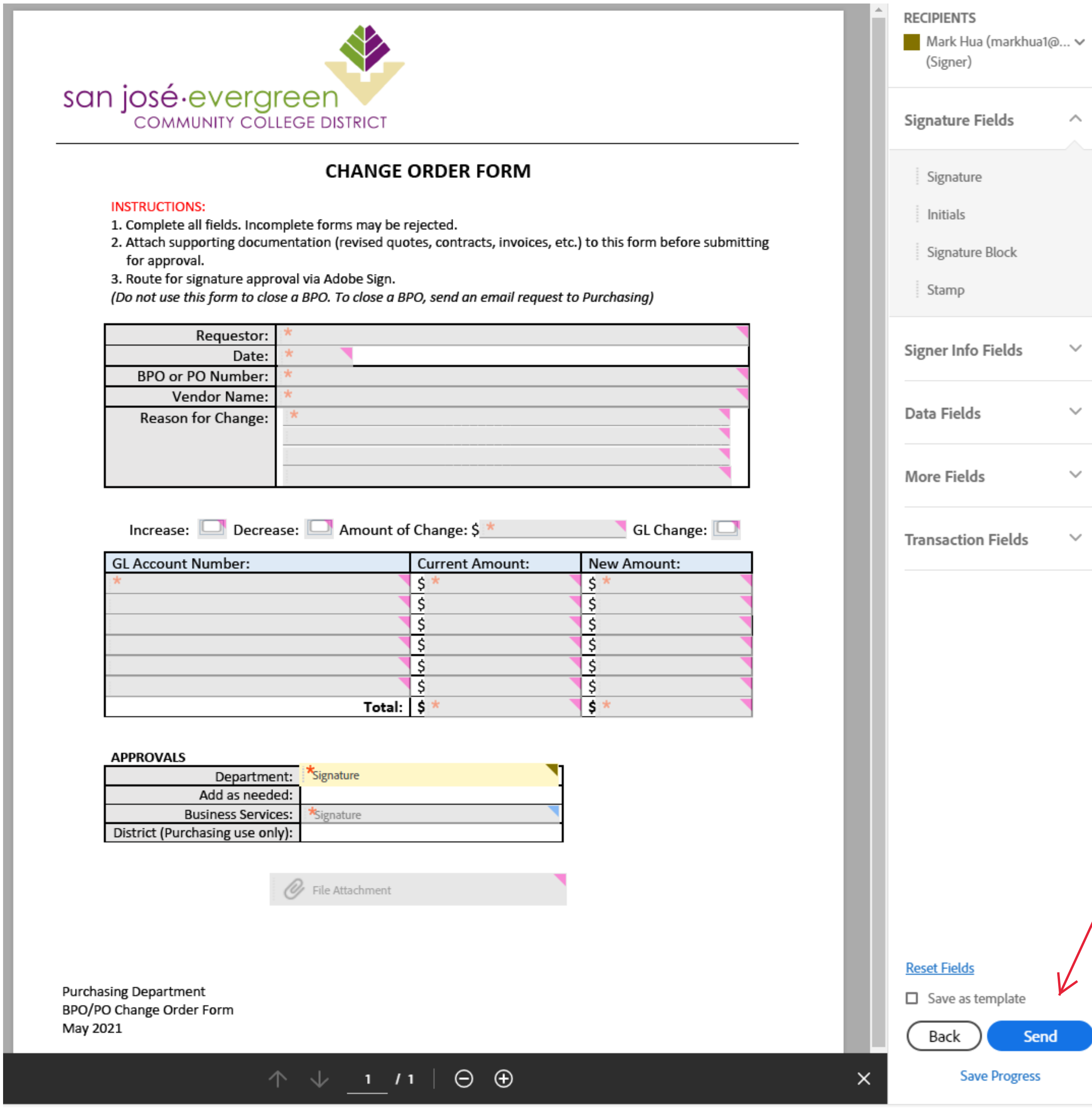


3. Enter email for your approvers in order. #1 Department manager, add additional as necessary. #2 Business Services. Copy your Purchasing Agent.

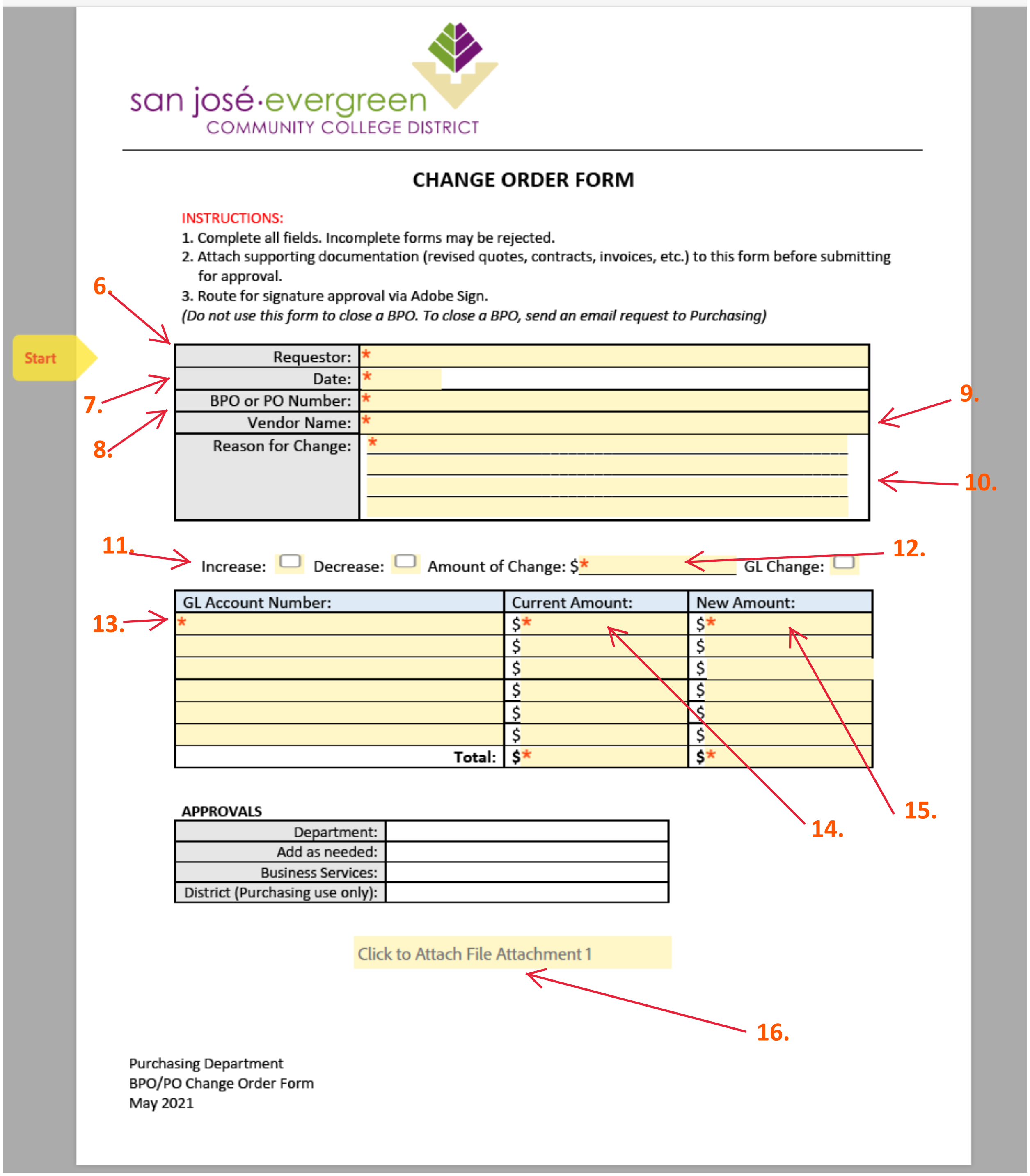


4. In Message, enter your BPO/PO# and vendor name. Enter any special instructions such as applicable Fiscal Year. Attach supporting documentation into “Files”. Click Next to proceed.





5. The next page is a preview screen of your form. Click “Send” to begin filling your form.



san josé·evergreen
COMMUNITY COLLEGE DISTRICT

CHANGE ORDER FORM

INSTRUCTIONS:
1. Complete all fields. Incomplete forms may be rejected.
2. Attach supporting documentation (revised quotes, contracts, invoices, etc.) to this form before submitting for approval.
3. Route for signature approval via Adobe Sign.
(Do not use this form to close a BPO. To close a BPO, send an email request to Purchasing)

Start

6. Requestor:	*
7. Date:	*
8. BPO or PO Number:	*
9. Vendor Name:	*
10. Reason for Change:	*

11. Increase: ☐ Decrease: ☐ 12. Amount of Change: $* GL Change: ☐

13. GL Account Number:	14. Current Amount:	15. New Amount:
*	$*	$*
	$	$
	$	$
	$	$
	$	$
	$	$
Total:	$*	$*

APPROVALS

Department:	
Add as needed:	
Business Services:	
District (Purchasing use only):	

16. Click to Attach File Attachment 1

Purchasing Department
BPO/PO Change Order Form
May 2021

6. **Requestor:** Enter your name.
7. **Date:** Enter current date.
8. **BPO or PO#:** Enter the BPO or PO number for this change order.
9. **Vendor Name:** Enter vendor name.
10. **Reason:** Provide a brief description and reason for your change order.
11. Check appropriate box for Increase, Decrease, or GL Number Change.
12. **Amount of Change:** Enter the amount of increase or decrease. Enter "NA" for GL change.

13. **GL Account #:** Enter the GL code associated with this change order. Add additional lines as needed.
14. **Current Amount:** This is the old amount of your BPO/PO for the associated GL.
15. **New Amount:** This is the amount after the increase or decrease.

Example: $1,000.00 + $100.00 = $1,100.00

Old Amount +/- Amount of Change = New Amount

16. **Click to Attach File Attachment 1:** Click here to attach your supporting documentation for this change order i.e. revised quote/proposal, revised contract/ICA, if you did not do so in step #4.

17. **Click to Send:** Click here to send your form for signature and approval.

End of Change Order Form Instructions.