


## Purchase Order Change Order Webform Instructions

Before starting the PO Change Order Form, please ensure you have the following:

1. The original PO Number
2. The Contract Number (If applicable)
3. The updated Quote (if applicable)
4. The correct calculated totals for the line and the total PO amount

You are now ready to open the PO Change Order Webform. begin by selecting “Continue” at the bottom of the first page, then return to “Start” and complete the date and contact information.

Please approve: Purchase Order Change Order



### Munis Purchase Order Change Request Form

**Start**

Purchase Order#	*	
Vendor Name	*	
Contract #		
Requestor	*	
Date Requested	*	
Department Approver	*	

**Cancel PO** ☐ Check to confirm the cancellation of the Purchase Order

**Reason for Change(s):**  
\*

Description of Line Change(s)			
Line #	Description (Quantity, Dollar Amount, Additional Line)	Original Line Total	New Line total

By clicking continue, I acknowledge that I have read and agree to the Adobe [Terms of Use](#). See our [Privacy Policy](#) for details on our privacy practices.

**Continue**

In the top section you will enter each item listed. \* If you are cancelling the PO, you can click the cancel button and proceed to the reason for change and then to the signature lines.

<b>Purchase Order#</b>	20250006
<b>Vendor Name</b>	Crowell Inc (Not Related)
<b>Contract #</b>	
<b>Requestor</b>	Amanda Crowell
<b>Date Requested</b>	5/21/2025
<b>Department Approver</b>	Adam Gagnon

In the Reason for Change section, you will describe why we are making a change to the PO.

You might change a PO for one of these reasons:

- Are we adding funds to pay invoices
- Are we adding shipping/freight
- Are we changing accounting lines

These are only a few reasons to change a PO. Please describe the reason as best you can.

<b>Reason for Change(s):</b>
Shipping charges added to final invoice

In the Description of line changes: In the first column you will note the line number (s) that need changing. If you are changing more than one line, you must list each line separately.

Description of Line Change(s)			
Line #	Description (Quantity, Dollar Amount, Additional Line)	Original Line Total	New Line total
1	Add funds	2000	2250

In the second column you will describe what action to take. Add fund, reduce funds Etc.

In the third column you will note the line total that is stated on the original PO.

In the last column, you will note what you want the new line total you want to see on the PO

In the Account Information

Account Information			
**This section MUST be completed if you adding a line or making a change to an existing line**			
Line #	ORG Code (Fund & Dept)	OBJ Code (Acct #)	Project Number (if applicable)
1	10017001	5316	

You will list the correct line number and correct accounting Org and Object code associated with the corresponding line item.

If you are using a Project Account please make sure to get CIP approval before submitting this Form

At the bottom you will enter in the Original PO total and what the new total should be

Original PO Total:	2000	New PO Total:	2250
Department Approver Signature: _____			
Purchasing Dept. Signature: _____			
By approving, I agree to this document, the <a href="#">Consumer Disclosure</a> and to utilize electronic signatures.			
<a href="#">Click to Approve</a>			

This is a good opportunity to double check your math and make sure all the lines add up. If the lines are all correct click the Click to Approve Button.

The Webform will then have you enter in the information of the person who will be signing the Form.

### Assign to next participants

×

To complete the form please enter the information for the next participant. They will receive an email to complete this form.

\* Participant 2

Insert name and email of Purchase order Approver

First name

Adam

Last name

Gagnon

Email address

agagnon@roundrocktexas.gov

Confirm email address

agagnon@roundrocktexas.gov

[+ Add Message](#)

Cancel

Next

When complete, click the “Next” button then you will have to enter in your information:

### Enter Your Information

×

Please enter your name and email and then click to approve this document.

Amanda Crowell

acrowell@roundrocktexas.gov

Cancel

Back

Approve


Click Approve. Adobe will then give you this message.



# Just one more step


We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your approval on "Purchase Order Change Order" until you've confirmed.


Go to your email and look for the email from Adobe Sign:

Please confirm your approval of Purchase Order Change Order

 Adobe Sign <adobesign@adobesign.com>  
To: Amanda Crowell

 This sender adobesign@adobesign.com is from outside your organization.  
 If there are problems with how this message is displayed, click here to view it in a web browser.

**Powered by  
Adobe  
Acrobat Sign**

**Munis Purchase Order Change Request Form**

Purchase Order #	3030006
Vendor Name	Crowell Inc (Not Related)
Contract #	
Requestor	Amanda Crowell
Date Requested	5/13/2021
Department Approval	Adrian Gagliardi

☐ Cancel PO ☐ Check to confirm the completion of the Purchase Order

**Reason for Change(s)**

Shipping charges added to final invoice

Description of Line Change(s)				
Line #	Description (Quantity, Order Amount, Additional Line)	Original Line Total	New Line Total	
1	Add Freight	2000	2270	

**Account Information**

**\*\*This section MUST be completed if you adding a line or making a change to an existing line\*\***

Line #	Description (Quantity, Order Amount, Additional Line)	Original Line Total	New Line Total	
1	30017501	2270		

Original PO Total: 2000      New PO Total: 2270

Department Approver Signature: \_\_\_\_\_

Purchasing Dept. Signature: \_\_\_\_\_

Thank you for approving Purchase Order Change Order. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your approval and other form participants have fulfilled their roles, all parties will receive a completed copy of Purchase Order Change Order as a PDF.

To ensure that you continue receiving our emails, please add [adobesign@adobesign.com](mailto:adobesign@adobesign.com) to your address book or safe list.

Click the blue Link that says Confirm my email Address.

You will get this notice on your screen

Your approval of Purchase Order Change Order has been verified. It has now been emailed to the additional signer(s) for their signature.

Once you have the Signed PO Change Order Form. Send the document to [Purchasing@roundrocktexas.gov](mailto:Purchasing@roundrocktexas.gov) for the Procurement and Contracting Department to process.