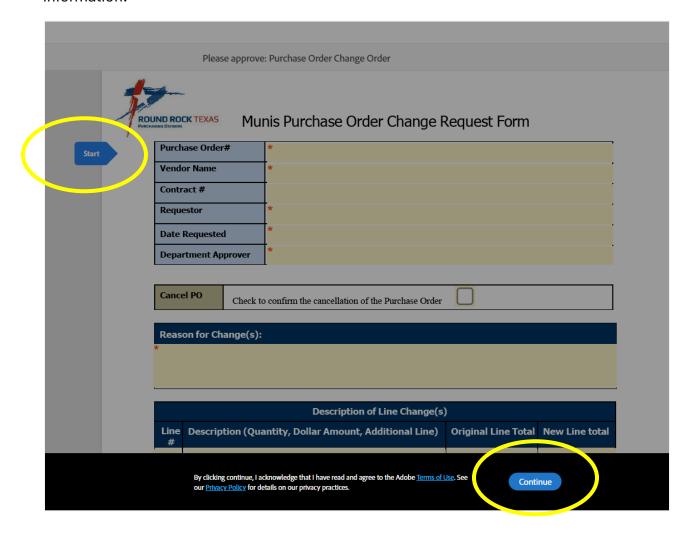
Purchase Order Change Order Webform Instructions

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.



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.

Purchase Order#	20250006		
Vendor Name	Crowell Inc (Not Related)		
Contract #			
Requestor	Amanda Crowell		
Date Requested	5/21/2025		
Department Approver	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.

Reason for Change(s):

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

Th	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.

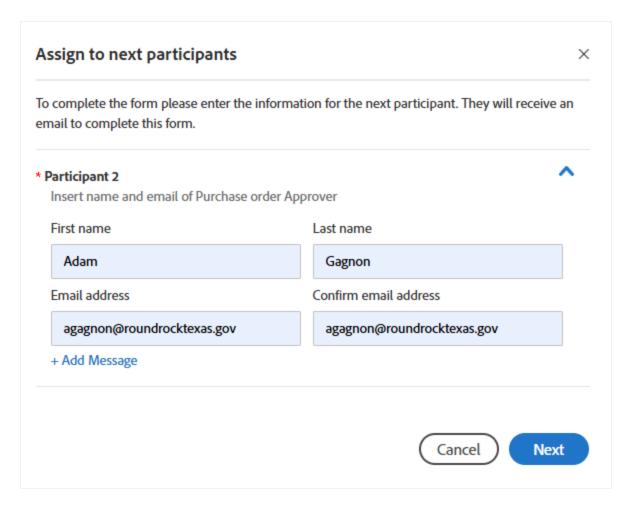
If you are using a Project Account please make sure to get CIP approval before submitting this Form

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

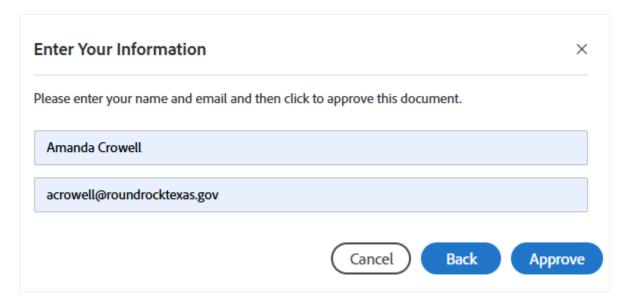
Original PO Total: 2000	New PO Total: 2250	
Department Approver Signature:		
Purchasing Dept. Signature:		
By approving, I agree to this document, the <u>Consumer Discl</u> signatures.	OSURE and to utilize electronic Click to Approve	

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.



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

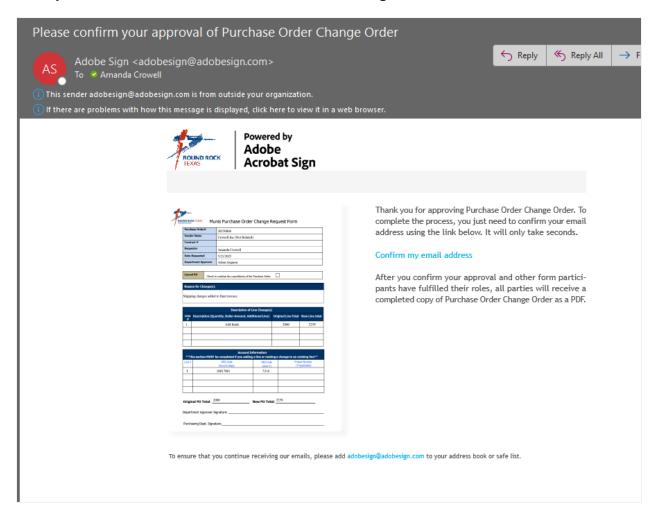


Click Approve. Adobe will then give you this message.

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:



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 for the Procurement and Contracting Department to process.