

## Purchase Order Funding Change Request - Instructions

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This form serves one purpose:

1. To change the accounting (Index and/or Account Code) on a Purchase Order.

**(1) Document Level:**

Document Level accounting is a way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. Several commodities can be charged to one accounting distribution.

**From:** Index or Account Code you need to change.

**To:** Index or Account Code that should be used.

**(2) Commodity Level:**

Commodity Level accounting is a way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

**From:** Index or Account Code you need to change.

**To:** Index or Account Code that should be used.

**Item #**

**(3) Routing:**

All Purchase Order Funding Change Requests must be approved by the PI, Dean/VP/CC President, or designee and the appropriate Fiscal Monitor.



**ROUTING**  
 PRSM  
 MSC 3890  
 purchasing@nmsu.edu  
 Phone 646-2916

**SECTION 1: REQUESTOR INFORMATION**

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Department: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ Campus Box: \_\_\_\_\_

**SECTION 2: REQUEST DETAILS**

Revision/Change Order for P.O. #: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_  
 Please Process the Change for the Following Reason(s):

Document Level - Change Index (FOPAL) or Account Code	
From:	To:
From:	To:
From:	To:
From:	To:
From:	To:

Commodity Level - Change Index (FOPAL) or Account Code		Item Number
From:	To:	
From:	To:	
From:	To:	
From:	To:	
From:	To:	

**SECTION 3: REQUESTOR APPROVAL**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal Investigator       Dean/VP/CC President       Designee

**SECTION 4: OFFICIAL APPROVAL**

Fiscal Monitor Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_