

## Banner 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 Banner 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 Banner Purchase Order Funding Change Requests must be approved by the PI, Dean/VP/CC President, or designee. Enter a ticket in the Aggie Service Desk for final review and approval.



# Banner Purchase Order Funding Change

ROUTING	<a href="#">Enter a ticket in Aggie Service Desk</a>
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## 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: REVIEW AND APPROVAL

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_