



# Requisitioner Checklist for PDF Fillable Form Change Orders

## FOR PURCHASES PROCESSING OF PDF CHANGE ORDER FORM REQUESTS.

To ensure success for a Change Order **Form** Request please use the following checklist as a guide.

<input type="checkbox"/>	<p><b>When to use the PDF Change Order Form</b></p> <ol style="list-style-type: none"><li>1) To make a change to a Contract Purchase Agreement or a Blanket Purchase Agreement for the following changes:<ul style="list-style-type: none"><li>• <b>Blanket/Contract Control Value</b> (Amount Agreed) increase or decrease</li><li>• <b>Blanket/Contract Date change</b></li><li>• <b>Blanket Purchase Agreement line description change or price change</b></li><li>• <b>Blanket Purchase Agreement additional line to be added.</b></li></ul></li><li>2) To Request a <b>vendor/supplier name-change</b> on a <b>Standard Purchase Order</b> that was <b>created in the Division of Purchasing</b>, or a <b>Blanket/Contract Purchase Agreement</b>.</li><li>3) To request the <b>cancellation</b> of a purchase order.</li></ol>
<input type="checkbox"/>	<p><b>Download the PDF Change Order Form</b> (also available at the Agency Procurement <u>Library</u>). The form is a fillable PDF with signature certification for agency's authorized agent.</p> <ul style="list-style-type: none"><li>• Download the form <a href="https://ridop.ri.gov/media/1256/download">HERE</a> (<a href="https://ridop.ri.gov/media/1256/download">https://ridop.ri.gov/media/1256/download</a>)</li></ul>
<input type="checkbox"/>	<p><b>Learn more about Requisitioning:</b></p> <ul style="list-style-type: none"><li>• Get the RIFANS Change Order Requisition <b>Instructions</b> <a href="#">HERE</a>.</li><li>• Go to the Agency Procurement Campus. PROC 201 – Requisitioner Curriculum <a href="#">HERE</a></li></ul>