



Requisitioner Checklist for Electronic Change Orders

FOR RIFANS PROCESSING OF ELECTRONIC CHANGE ORDERS

To ensure success for an electronic change order, please use the following checklist as a guide.

Ensure the **Purchase Order** to be changed **meets each of the following criteria**

<input type="checkbox"/>	<p>The electronic change order process is utilized for changing the following types. Note that they will have Autocreate in the buyer field:</p> <ul style="list-style-type: none">• Blanket Releases• Contract Releases• Standard Purchase Orders under \$10,000.00 <p>The electronic change order process is utilized for changing the following types. Note that they will have a Buyers Name in the buyer field:</p> <ul style="list-style-type: none">• Standard Purchase Order to be reduced or cancelled. <p>For Changing an Account Number refer to the RIFANS Instruction Manual.</p> <p>Get the RIFANS Change Order Requisition Instructions HERE.</p>
<input type="checkbox"/>	<p>There must be:</p> <ul style="list-style-type: none">• No open invoices, i.e., no payments in process
<input type="checkbox"/>	<p>Status:</p> <ul style="list-style-type: none">• Must be in approved status
<input type="checkbox"/>	<p>Receiving / Billing:</p> <ul style="list-style-type: none">• Receiving must match what was billed.
<input type="checkbox"/>	<p>Increasing a line:</p> <ul style="list-style-type: none">• Ensure there are funds available for the line-item account to cover the increase.
<input type="checkbox"/>	<p>If a Release from a Blanket or Contract:</p> <ul style="list-style-type: none">• The Blanket/Contract must be active, i.e., not expired.• The total increase must not exceed the amount agreed on the main Blanket/Contract
<input type="checkbox"/>	<p>Avoid Rejection:</p> <ul style="list-style-type: none">• Failure to meet the above requirements will result in Rejected status.