



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**

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|--------------------------|---|
| <input type="checkbox"/> | There must be: <ul style="list-style-type: none">• No open invoices, i.e., no payments in process |
| <input type="checkbox"/> | Status: <ul style="list-style-type: none">• Must be in approved status |
| <input type="checkbox"/> | Receiving / Billing: <ul style="list-style-type: none">• Receiving must match what was billed. |
| <input type="checkbox"/> | Increasing a line: <ul style="list-style-type: none">• Ensure there are funds available for the line-item account to cover the increase. |
| <input type="checkbox"/> | If a Release from a Blanket or Contract: <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"/> | Avoid Rejection: <ul style="list-style-type: none">• Failure to meet the above requirements will result in Rejected status. |