University of Rhode Island
Office of the Controller
Purchase Order Guidelines
Liquidating/ Finalizing / Canceling / Changing PO in PeopleSoft
Updated May 5, 2011

PURCHASE ORDER	PROCESS	CONTACT/DEPT	RESULT
STANDARD PURCHASE ORDER			
1 One time purchase/delivery/payment	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
2 Change purchase order amount or quantity	Advice of Change on College Req. form	Purchasing	Open encumbrance will be adjusted via a change order to the PO
3 Cancel purchase order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing	PO is canceled and encumbrance is liquidated
4 Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing	PO is revised and may result in change order to PO
BLANKET PURCHASE ORDER			
1 Final purchase on a blanket order which is ready to expire	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
2 Multi year Blanket PO - when final purchase is made for current Fiscal Year	Indicate on Invoice that this is "final" for the Fiscal Year	Accounting (Carlotti room 103)	In AP module the PO Distribution Line for fiscal year will be finalized
3 If an unexpired Blanket PO period needs to be shortened/extended - change end date of PO	Advice of Change on College Req. form	Purchasing	PO end date changed via a change order to the purchase order
4 Increase/Decrease amount of unexpired Blanket PO	Advice of Change on College Req. form	Purchasing	Open encumbrance will be adjusted via a change order to the PO
5 Cancel Blanket Purchase Order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing	PO is canceled and encumbrances is liquidated
6 Cancel Distribution Line on multi-year Blanket Purchase Order (no purchase made against PO line)	Advice of Change on College Req. form	Purchasing	PO distribution line is canceled and encumbrances is liquidated via change order to the purchase order
7 Other changes unexpired - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing	PO is revised and may result in change order to PO
CONTRACT PURCHASE ORDER			
1 Processing final invoice			
A. - If PO open balance will be zero after paying the final invoice	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
B. If PO will still have an open balance after paying the final invoice	Advice of Change on College Req. form	Purchasing	PO and encumbrance will be adjusted via a change order to the purchase order
	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
2 Increase/Decrease purchase order amount or quantity	Advice of Change on College Req. form	Purchasing	PO and encumbrance will be adjusted via a change order to the purchase order
3 Change delivery or end date of PO	Advice of Change on College Req. form **Note:** end date needs to be realistic. If current date is past end date, PO will be closed in PeopleSoft. PO is a legal document and URI is obligated to complete contract or process the correct change orders.	Purchasing	PO end date changed via a change order to the PO
4 Canceling Contract Purchase Order (no purchase made against PO)	Advice of Change on College Req. form	Purchasing	PO is canceled and encumbrance is liquidated
5 Cancel Distribution Line (no purchase made against PO line)	Advice of Change on College Req. form	Purchasing	PO distribution line is canceled and encumbrances is liquidated
6 Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form	Purchasing	PO is revised and may result in change order to PO

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Sub Contracts for Grants (MISCELLANEOUS ENCUMBRANCES)			
1 Processing final invoice			
A. If PO open balance will be zero after paying the final invoice	when order is complete, department signs & sends receiving document to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
B. If PO will still has an open balance after paying the final invoice	Advice of Change on College Req. form (approval from Grants & Contracts is required)	Accounting (Carlotti room 103)	Revised PO & PeopleSoft system is updated
	when order is complete, department signs & sends receiving document (copy of PO) to Accounting	Accounting (Carlotti room 103)	In AP module the PO Distribution Line will be finalized
2 Change purchase order amount or quantity	Advice of Change on College Req. form (approval from Office of Sponsored Research is required)	Office of Sponsored Research	Open encumbrance will be adjusted via a change order to the PO & PeopleSoft system is updated
3 Change delivery or end date of PO	Advice of Change on College Req. form (approval from Office of Sponsored Research is required) **note:** end date needs to be realistic. If current date is past end date, PO will be closed in PeopleSoft. PO is a legal document and URI is obligated to complete contract or process the correct change orders.	Office of Sponsored Research	PO end date changed via a change order to the PO & PeopleSoft system is updated
4 Canceling PO (no purchase made against PO)	Advice of Change on College Req. form (approval from Office of Sponsored Research is required)	Office of Sponsored Research	PO is canceled and encumbrance is liquidated
5 Cancel Distribution Line on PO (no purchase made against PO line)	Advice of Change on College Req. form (approval from Office of Sponsored Research is required)	Office of Sponsored Research	PO distribution line is canceled and encumbrances is liquidated
6 Other changes - due date, chartfield string, project number, budget year, distribution etc	Advice of Change on College Req. form (approval from Office of Sponsored Research is required)	Office of Sponsored Research	PO is revised and may result in change order to PO & PeopleSoft system is updated

URI On-Line Requisitioning website   http://www.uri.edu/purchasing/on-line_requisitions.htm