

## PURCHASE ORDER MAINTENANCE FORM INSTRUCTIONS

**\*A Purchase Order is a legally binding contract between JCPS and a vendor\***

These instructions coincide with the number on the form. This is a fillable form, located on the JCPS Purchasing website. It is also located on the School Finance Resources page on the Accounting Services website. **Please fill out all requested information completely as indicated below for sections 1 – 6.** PO changes should rarely be needed. Your original requisition should include correct pricing, correct item descriptions, correct budget codes, correct quantities, and shipping on all non-bid items. Blanket POs should have enough money to cover the specific date range indicated in your description at the time the requisition is created.

**SECTION 1:** The JCPS COST CENTER MAKING REQUEST is your location name and location number (i.e. Gilmore Ln Elem-058). **You are the JCPS contact.** We may need to contact you with questions regarding your request. Please include your first and last name, phone number, and email address. Use the date that you are sending the form to us. PO number and vendor name are also required.

**SECTION 2:** Please include the reason for **all** change requests.

**SECTION 3:** **For all PO change requests,** please list the entire GL Accounting Code of the line to be changed, and checkmark if it is a grant. If it is a grant, please get the approval signature of the JCPS grantor (i.e. Karen Moore for Title 1) prior to submitting this form. If you are in a school, your principal's signature is also still required as the "Cost Center Head" at the bottom of this form.

**SECTION 4:** Please **checkmark the box of the change you are requesting,** and include all information requested for that change.

- There should be no on-line receiving and no invoices paid on PO's that you are requesting to **cancel completely.** On-line receiving indicates that you have received the product or service and are authorizing Accounts Payable to pay the invoice(s). If you entered on-line receiving in error, please delete it prior to submitting this request. **Remember that the Purchasing Department does not cancel orders with the vendor; this is your responsibility.**
- When requesting to **cancel PO balance,** you will indicate the PO balance on this form. Before requesting this, it is your responsibility to go into the PO (via PO Inquiry), view the invoices, and confirm that all expected invoices have been paid. All items received on-line should be paid before asking for the remaining balance to be cancelled.
- If you find that a current year PO with a balance was closed in error, you may request that we **re-open** it to pay additional **expected** invoices. If the purchase order was paid

in full (resulting in a closed PO), please do not request to re-open and make additions. You will need to enter a new PO.

- Please indicate which line item number needs to be changed, and specifically what we are changing on the line. We cannot simply change the total of a Purchase Order. We must update the line item, just as you entered the requisition with line item detail (quantity, unit price, etc.) and not just the PO total cost.
- If you find that after your requisition was converted to a PO, your cost center head wanted you to use a different accounting code; you can request that we change the code on a specific line or entire PO. **We cannot change a code after invoices have been paid on the line.** If anything has been paid, you will need to cancel the remaining balance of the line/PO and enter a new PO with the accounting code you want to use. Please remember to get the grantor's approval signature if a grant code is involved in the change.
- The final bullet is used if you entered the incorrect vendor number on your requisition. This is usually discovered when you ask the vendor for a status of your PO and find that they never received it (because it was sent to the wrong vendor).

**SECTION 5:** Please checkmark yes or no in this section. If the vendor wants an updated copy of the revised PO, checkmark "yes". If they do not, checkmark "no". Some vendors, such as Cardinal Office Supplies, will not process your order until they have the revised PO. **Again, remember that the Purchasing Department does not cancel orders with the vendor; this is your responsibility.** If you cancel the PO, there is no revised PO to send the vendor. If you leave this section blank, **no revised PO** will be sent to the vendor. We will **not** contact you to clarify.

**SECTION 6:** This section is for your cost center head's signature. If you are in a school, this is your Principal. Auditors require this signature. We ask that you type the "printed name", so that we can read it and ensure the signature belongs to the cost center head.

Please email all completed and signed PO Maintenance forms to [jcps-pomaint@jefferson.kyschools.us](mailto:jcps-pomaint@jefferson.kyschools.us). Feel free to contact your Purchasing Clerk for assistance with these forms.

**\*\* Never give verbal authorization to a vendor to make quantity or pricing adjustments to a purchase order. As indicated in the "terms and conditions" on the Purchase Order, only the JCPS Purchasing Department has the authority to issue any changes to purchase orders. Never mail your requisitioner's PO copy to a vendor, only the JCPS Purchasing Department has the authority to send out Purchase Orders. \*\***

# PURCHASE ORDER MAINTENANCE FORM

\*\*\*\* PRIOR YEAR PURCHASE ORDERS CANNOT BE INCREASED OR REOPENED\*\*\*\*

1. JCPS COST CENTER MAKING REQUEST: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(LOCATION/SCHOOL NAME AND NUMBER)  
JCPS CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
DATE: \_\_\_\_\_ PO NUMBER: \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_

2. REASON FOR CHANGE REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

3. GL ACCT CODE \_\_\_\_\_ \*GRANT\*: YES or NO  
\*Grantor Approval Signature Required: \_\_\_\_\_ \*

4. SELECT CHANGE TO BE MADE AND PROVIDE REQUESTED INFORMATION:

- Cancel PO Completely ( if no items have been received or paid on PO) YES  
**\*\*\* ORDER CANCELLATIONS MUST BE CALLED IN TO VENDOR BY JCPS ORDERING COST CENTER \*\*\***
- Cancel PO Balance of \$ \_\_\_\_\_
- Reopen PO Balance of \$ \_\_\_\_\_
- Check one to update/change individual Line Item: INCREASE DECREASE REOPEN CANCEL  
Line Item # \_\_\_\_\_ Original Unit Price: \$ \_\_\_\_\_ New Unit Price: \$ \_\_\_\_\_  
Original Quantity: \_\_\_\_\_ New Quantity: \_\_\_\_\_
- Check one to update/change Freight Line: INCREASE DECREASE ADD FREIGHT  
Line # \_\_\_\_\_ Current Amount: \$ \_\_\_\_\_ New Amount: \$ \_\_\_\_\_  
If Adding Freight: Commodity Code \_\_\_\_\_  
GL Acct Code \_\_\_\_\_
- Change GL Accounting Code: Entire PO: YES NO OR Line# \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

\*FUNDS MUST BE IN CORRECT CODE BEFORE SUBMITTING/GRANTOR APPROVAL REQUIRED ON ALL GRANT CODES\*

- Change Vendor:  
From: \_\_\_\_\_ To: \_\_\_\_\_  
(Vendor Name/Vendor Number) (Vendor Name/Vendor Number)

5. DOES VENDOR REQUIRE AN UPDATED/REVISED COPY OF THIS PO: YES NO

6. COST CENTER HEAD: \_\_\_\_\_ (PRINTED NAME) \_\_\_\_\_ (SIGNATURE)