



F26 Process and Preparation Showcase

Presented by:
Cindi Stinebaugh, Procurement Services

Agenda

- When to prepare a F26
- Why do we prepare a F26
- Revised Process
- Revised Form
- Examples
- How to know when the F26 has been processed
- Resources

When do we prepare a F26?

- A change is being made to a Purchase Order:
 - Line item description, quantity, price, deleting an item, adding an item, changing account distribution, authorizing release of blocked invoices

Why do we have F26's?

- Notify vendor of a change - verbal vs. written
- The PO is a legal binding contract
- When a change is made, written notification may need to be sent to update the contract with the vendor. The Commodity Specialists/Buying Assistant makes that determination.

Process for F26's

- Process is located on the b@p website under Buying
- <https://www2.itap.purdue.edu/bs/BPP/Processes/ChangingCancelingPurchaseOrderFundsCommitment.pdf>

Form

- Link to form on the University forms website
- [http://www.purdue.edu/procurement/xls/PSF
ORM26.XLS](http://www.purdue.edu/procurement/xls/PSF ORM26.XLS)

REQUEST TO CHANGE PURCHASE ORDER/FUNDS COMMITMENT

Procurement Services F26 Rev. 7/11

Purchase Order or Funds
Commitment Number

Vendor
Name &
Number

Prepared by

Name

Department/Building

Phone

Date Prepared

- | | | | | | |
|--------------------------|---|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Change Account Distribution
Fill in both Decrease and Increase cost assignment and amount boxes below.
The amounts must match. | <input type="checkbox"/> | Delete line item
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Decrease Qty or Price (Use for Limit PO Decreases)
Fill in Decrease cost assignment and amount boxes below |
| <input type="checkbox"/> | Cancel Order and Full Commitment
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Authorize Release of Blocked Payment
Fill in Increase cost assignment and amount boxes below | <input type="checkbox"/> | Increase Qty or Price (Use for Limit PO Increases)
Fill in Increase cost assignment and amount boxes below |

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE					
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE	
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)				
Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement <\$50,000	Date	Approved - Procurement \$50,00 to \$100,00	Date	FOR PROCUREMENT USE ONLY		
								C/N Sent:		
								Conf Date:		
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement >\$100,00	Date	Approved - Procurement >\$200,00	Date	Inv Date:		
								Blocked Invoice Rpt:		
								Processed Date:		

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

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Please send completed form to Procurement Services, FREH

Examples of F26's – Most common

- Change Account Distribution
- Delete Full line item
- Decrease quantity/price
- Full cancel
- Authorize Release of Blocked Invoice
- Increase quantity/price
- Decrease/Cancel Limit PO
- Increase Limit PO

Example – Change Account Distribution

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Change_Account_Distribution_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

- | | | | | | |
|-------------------------------------|--|--------------------------|--|--------------------------|--|
| <input checked="" type="checkbox"/> | Change Account Distribution
Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match. | <input type="checkbox"/> | Delete line item
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Decrease Qty or Price (Use for Limit PO Decreases)
Fill in Decrease cost assignment and amount boxes below |
| <input type="checkbox"/> | Cancel Order and Full Commitment
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Authorize Release of Blocked Payment
Fill in Increase cost assignment and amount boxes below | <input type="checkbox"/> | Increase Qty or Price (Use for Limit PO Increases)
Fill in Increase cost assignment and amount boxes below |

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Vendor cannot ship items in time for them to benefit the project charged, changing account to reflect project it will benefit. All lines involved for full PO amount.

or

Requisitioner entered incorrect account assignment on line 2, 21010000 400902XXXX should be 21010000 400902XXXX the dollar amount is \$110.00

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address) **No contact with the vendor needed.**

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

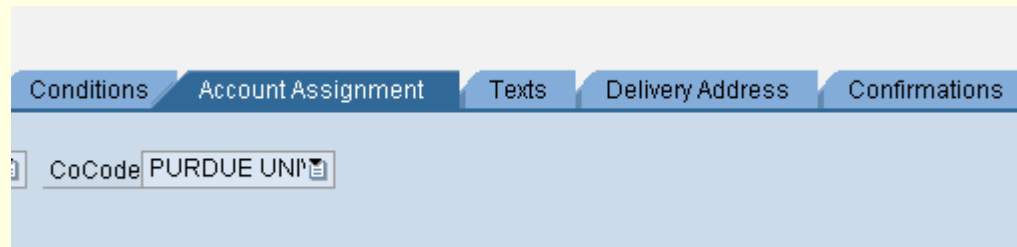
DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
21010000	400902XXXX	524125		\$110.00	21010000	400902XXXX	524125		\$110.00

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY C/M Sent: Conf Date: Inv Date: Blocked Invoice Rpt: Processed Date:
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,000		
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	
				>\$100,000		>\$200,000		

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

me23n note _____

T-code me23n – no follow-on document



T-code me23n – Net \$0 GR & IR

Item [1] Fuel Purchase

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Condit

Basic List

Sh...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU...	Amount in LC	L.cur
WE	102	5000370553	1	06/27/2011				225,000.00-	USD
WE	101	5000370552	1	06/27/2011				225,000.00	USD
Tr./Ev. Goods receipt								0.00	USD
RE-L		5106059343	1	06/27/2011				225,000.00-	USD
RE-L		5106059342	1	06/27/2011				225,000.00	USD
Tr./Ev. Invoice receipt								0.00	USD

T-code me23n GR & IR posted

Item [1] 1 1/2 cy dumpster, with

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assign

Basic List

Sh...	MvT	Material Do...	Item	Posting Date	Quantity	Delivery cost quantity	OU...	Amount in LC	L.cur
WE	101	5000032996	1	06/05/2007	1	0	EA	346.00	USD
Tr./Ev. Goods receipt					1		EA	346.00	USD
RE-L		5105634291	1	06/18/2007	1	0	EA	346.00	USD
Tr./Ev. Invoice receipt					1		EA	346.00	USD

Example – Delete Full line item

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Delete_Full_Line_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

- | | | | | | |
|--------------------------|---|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Change Account Distribution
Fill in both Decrease and Increase cost assignment and amount boxes below.
The amounts must match. | <input checked="" type="checkbox"/> | Delete line item
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Decrease Qty or Price (Use for Limit PO Decreases)
Fill in Decrease cost assignment and amount boxes below |
| <input type="checkbox"/> | Cancel Order and Full Commitment
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Authorize Release of Blocked Payment
Fill in Increase cost assignment and amount boxes below | <input type="checkbox"/> | Increase Qty or Price (Use for Limit PO Increases)
Fill in Increase cost assignment and amount boxes below |

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #4 item was not what the end user wanted, cancel line Qty 1 amount \$253.21. Item returned to vendor. Correct item being ordered on new shopping cart to different vendor.
or

Line item #2 is on backorder and end user does not want to wait qty 2 amount \$430. Item being ordered on a new shopping cart to a different vendor.

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

Yes, Joe Vendor jv@abc.com on 7/1/11 advised him that item being returned. Or Yes, Sally Vendor sv@xyz.com called and said they don't carry the items on this PO.

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE				INCREASE						
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO		Account #		Statistical Internal Order	AMOUNT TO	
FUND (8)	Cost Center/Work Order/WBSE (10)			DECREASE	INCREASE	FUND (8)	Cost Center/Work Order/WBSE (10)		INCREASE	
21010000	400902XXXX	524125		\$253.21						
Approved - Dept.		Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY	
need dept approval signature			need comptroller approval sig		<\$50,000		\$50,00 to \$100,00		C/N Sent:	
Approved - Dean/Admin.		Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	Conf Date:	
					>\$100,000		>\$200,000		Inv Date:	
									Blocked Invoice Rpt:	
									Processed Date:	

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

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Example – Decrease quantity/price

- Link to example forms
- http://www.purdue.edu/procurement/xls/F26_Decrease_Qty_Example.XLS
- http://www.purdue.edu/procurement/xls/F26_Decrease_Price_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #4 vendor can only supply 2 of the 4 requested, vendor has discontinued carrying product. Cancel the remaining qty of 2 amount ea \$30 total amount \$60.

or

Line item #2 - vendor can only supply 3 of 5 now, the remaining 2 are on backorder and end user can't wait, ordering form another vendor. Cancel qty of 2 ea price \$25 total of \$50.

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No. Or Yes, contacted Joe Vendor jv@abc.com and said end user can't wait.

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
21010000	400902XXXX	524125		\$60.00					

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,000		
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	
				>\$100,000		>\$200,000		
								C/N Sent:
								Conf Date:
								Inv Date:
								Blocked Invoice Rpt:
								Processed Date:
								me23n note _____

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #4 the price per each item entered as \$40 the vendor called and said they were only \$30 each. Decrease ea price by \$10 and total line decrease from \$160 to \$120 for the qty or

Line item #2 - requisitioner entered the qty in the amount filed and amount in the qty field. Previous qty was 50, Correct qty is 5. Previous each amount was \$5, correct each amount is \$

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No. Or Yes, contacted Joe Vendor jv@abc.com and explained the issue and Joe was going to change PO in their system.

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
21010000	400902XXXX	524125		\$40.00					

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY	
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,000			C/N Sent:
				>\$100,000		>\$200,000			Conf Date:
Approved - Dean/Admin.	Date	Approved - SVP&T	Date						Inv Date:
								Blocked Invoice Ppt:	
								Processed Date:	
								me23n note _____	

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

Example – Full cancel

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Cancel_Full_PO_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

- | | | | | | |
|-------------------------------------|---|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Change Account Distribution
Fill in both Decrease and Increase cost assignment and amount boxes below.
The amounts must match. | <input type="checkbox"/> | Delete line item
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Decrease Qty or Price (Use for Limit PO Decreases)
Fill in Decrease cost assignment and amount boxes below |
| <input checked="" type="checkbox"/> | Cancel Order and Full Commitment
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Authorize Release of Blocked Payment
Fill in Increase cost assignment and amount boxes below | <input type="checkbox"/> | Increase Qty or Price (Use for Limit PO Increases)
Fill in Increase cost assignment and amount boxes below |

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Vendor cannot ship items. All lines involved for full PO amount \$500.

or

Requisitioner entered incorrect vendor, new shopping cart being created to correct vendor. All lines involved for full PO amount \$2,000

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

Yes, Joe Vendor jv@abc.com on 7/1/11 indicated they did not receive this PO.

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
21010000	400902XXXX	524125		\$500.00					

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY C/N Sent: Conf Date: Inv Date: Blocked Invoice Rpt: Processed Date:
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,00		
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	
				>\$100,000		>\$200,000		

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

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Example – Authorize Release of Blocked Invoice

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Authorize_Release_of_Blocked_Invoice_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

- | | | | | | |
|--------------------------|--|-------------------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Change Account Distribution
Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match. | <input type="checkbox"/> | Delete line item
Fill in Decrease cost assignment and amount boxes below | <input type="checkbox"/> | Decrease Qty or Price (Use for Limit PO Decreases)
Fill in Decrease cost assignment and amount boxes below |
| <input type="checkbox"/> | Cancel Order and Full Commitment
Fill in Decrease cost assignment and amount boxes below | <input checked="" type="checkbox"/> | Authorize Release of Blocked Payment
Fill in Increase cost assignment and amount boxes below | <input type="checkbox"/> | Increase Qty or Price (Use for Limit PO Increases)
Fill in Increase cost assignment and amount boxes below |

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #4 item price was an estimate by end user. The estimated price was \$500 ea and the actual price was \$625 ea. The line total of \$1,500 is being increased to \$1,875

or
Line item #2 - old ea price \$15 new ea price \$18 old line total \$45 new line total \$54

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No. Or Yes, contacted Joe Vendor jv@abc.com and asked why the price difference, he said new prices went into effect 7/1/11.

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account	Statistical	AMOUNT TO	Account #		GL Account	Statistical	AMOUNT TO
FUND (8)	Cost Center/Work Order/WBSE (10)	(6)	Internal Order	DECREASE	FUND (8)	Cost Center/Work Order/WBSE (10)	(6)	Internal Order	INCREASE
					21010000	400902XXXX	524125		\$375.00

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY	
<i>need dept approval signature</i>		<i>need comptroller approval sig</i>		<\$50,000		\$50,00 to \$100,00		C/N Sent:	
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	Conf Date:	
				>\$100,000		>\$200,000		Inv Date:	
								Blocked Invoice Rpt:	
								Processed Date:	
								me23n note _____	

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

Example – Increase quantity/price

- Link to example forms
- http://www.purdue.edu/procurement/xls/F26_Increase_Qty_Example.XLS
- http://www.purdue.edu/procurement/xls/F26_Increase_Price_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #4 Vendor called/minimum quantity order for this item is 10. Item price \$15, increase line item total from \$150 to \$225

or

Line item #2 - end user called vendor and added an additional 5 to line, new qty is 10. Item price \$5, increase line item total from \$25 to \$50.

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
					41010000	80000XXXXX	524125		\$75.00

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY C/N Sent: Conf Date: Inv Date: Blocked Invoice Rpt: Processed Date: me23n note _____
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,00		
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	
				>\$100,000		>\$200,000		

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

Please send completed form to Procurement Services, FREH

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk

Name

Procurement Services

Department/Building

47279

Phone

07/01/11

Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Line item #2 Vendor called and price on PO is incorrect. The new price is \$700 ea which is \$200 ea more than the PO qty is 4. Update PO from \$2,800 to \$3,600.

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

Yes, Sally Vendor sv@purdue.edu 7/1/11 called and gave me the new price. She is waiting for an updated PO in order to release the shipment. RUSH

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (8)	Cost Center/Work Order/WBSE (10)				FUND (8)	Cost Center/Work Order/WBSE (10)			
					82010000	e.40.10XXX	524125		\$800.00

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY	
				<\$50,000		\$50,00 to \$100,000		C/N Sent:	
need dept approval signature		need comptroller approval sig						Conf Date:	
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date	Inv Date:	
				>\$100,000		>\$200,000		Blocked Invoice Rpt:	
								Processed Date:	
								ma23n note	

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

Example – Decrease/Cancel Limit PO

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Decrease_Limit_PO_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Original amount of Limit PO \$100,000 only \$75,000 has been used and the timeframe has expired for the Limit PO. Cancel remaining \$25,000.

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE					
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO	
FUND (8)	Cost Center/Work Order/WBSE (10)			DECREASE	FUND (8)	Cost Center/Work Order/WBSE (10)			INCREASE	
21010000	400902XXXX	524125		\$25,000.00						
Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY		
need dept approval signature		need comptroller approval sig		<\$50,000		\$50,00 to \$100,000		C/N Sent:		
Approved - Dean/Admin.		Approved - SVP&T		>\$100,000		>\$200,000		Conf Date:		
								Inv Date:		
								Blocked Invoice Rpt:		
								Processed Date:		
								me23n note		

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

me23n note

Example – Increase Limit PO

- Link to example form
- http://www.purdue.edu/procurement/xls/F26_Increase_Limit_PO_Example.XLS

Purchase Order or Funds
Commitment Number

39999999

Vendor
Name &
Number

ABC Co Inc/99999

Prepared by

Susie Clerk
Name

Procurement Services
Department/Building

47279
Phone

07/01/11
Date Prepared

Change Account Distribution

Fill in both Decrease and Increase cost assignment and amount boxes below. The amounts must match.

Delete line item

Fill in Decrease cost assignment and amount boxes below

Decrease Qty or Price (Use for Limit PO Decreases)

Fill in Decrease cost assignment and amount boxes below

Cancel Order and Full Commitment

Fill in Decrease cost assignment and amount boxes below

Authorize Release of Blocked Payment

Fill in Increase cost assignment and amount boxes below

Increase Qty or Price (Use for Limit PO Increases)

Fill in Increase cost assignment and amount boxes below

Explanation: Be very specific (Line #'s, current and new \$ amounts and qty)

Original amount of Limit PO \$100,000 adding \$50,000 for remainder of time frame. New Total \$150,000

Or

Original amount of Limit PO \$100,000 have added \$50,000 previously and adding additional \$50,000 for remainder of time frame. New Total \$200,000

Have you made contact with the vendor? (Give brief description of contact and person's name and contact info - phone, fax or email address)

No

Send to Vendor? YES or NO (Procurement Services Use Only)

New PO Total: \$

DECREASE					INCREASE				
Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO DECREASE	Account #		GL Account (6)	Statistical Internal Order	AMOUNT TO INCREASE
FUND (\$)	Cost Center/Work Order/WBSE (10)				FUND (\$)	Cost Center/Work Order/WBSE (10)			
					21010000	400902XXXX	524125		\$50,000.00

Approved - Dept.	Date	Approved - Comptroller	Date	Approved - Procurement	Date	Approved - Procurement	Date	FOR PROCUREMENT USE ONLY	
				<\$50,000		\$50,00 to \$100,000			C/N Sent:
need dept approval signature		need comptroller approval sig							Conf Date:
Approved - Dean/Admin.	Date	Approved - SVP&T	Date	Approved - Procurement	Date	Approved - Procurement	Date		Inv Date:
				>\$100,000		>\$200,000		Blocked Invoice Rpt:	
								Processed Date:	
								me23n note _____	

Preparer should complete shaded areas. Incomplete or inaccurate forms may be returned to the preparer.

How do I know if the F26 has been processed?

- View [note in me23n](#)
- View the F26 in [webview](#)
- Not all requested changes will be visible in SRM or me23n

Resources

- **Link to SRM Home** — links to Process documentation, Training - online and instructor-led, Log-in to SRM, QRC's
 - <http://www.purdue.edu/business/procurement/SRM/index.html>
- **Procurement Services Home page** — links to recent and archived b@p news articles
 - <http://www.purdue.edu/business/procurement/index.html>
- **University Forms website (Procurement)**
 - https://www2.itap.purdue.edu/BS/Business_Forms/Depart_forms.cfm?department=Procurement+Services&submit=Submit
- **business@purdue website (Buying)**
 - [https://www2.itap.purdue.edu/bs/BPP/public/view_moduleInformation.cfm?view=mod83&name=Procurement/Supplier%20Relationship%20Management%20\(SRM\)](https://www2.itap.purdue.edu/bs/BPP/public/view_moduleInformation.cfm?view=mod83&name=Procurement/Supplier%20Relationship%20Management%20(SRM))

Questions???