



**Weston Public Schools
Purchase Order Modification**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Purchase Order Modification	Revised Date:	May, 2012
Policy: Source documents are maintained for all transactions including purchase orders.			
The purpose of the Purchase Order Modification procedure is to provide instructions how to modify an existing purchase order.			
Completed By:	Budget Managers including Principals, Department Heads, Central Office Administrators, Directors, etc.	Reviewed By:	Assistant Superintendent for Finance and Operations
Approved By:	Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
Form Title:	Journal Entry	Estimated Time Frame:	2 Days
Process for Completion:			
<p>To complete a Purchase Order Modification Form:</p> <ul style="list-style-type: none"> • Enter the organization code, object code and amount the PO is to be changed by. • Use to top section to reduce or cancel a PO; use the bottom section to increase a PO. • In either case, a clear explanation is required prior to processing. <p>Purchase Order Modification must:</p> <ul style="list-style-type: none"> • Clearly identify the line of the PO and the amount to be changed by. • Provide a written explanation for the purchase order modification. • Have sufficient funds in the budget roll-up code to support the adjustment. <p>Completed Purchase Order Modification Forms must be submitted to Assistant Superintendent for Finance and Operations for review and approval. Modification will be entered into Munis upon approval</p> <p>A blank form is attached for use.</p>			
For additional information, please contact:			
Name:	Cynthia D. Mahr	Email:	mahrc@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Purchasing and Contract Authority, DJ/DJE		

**Weston Public Schools
Modification to a Purchase Order**

Date: _____

Purchase Order TO BE DECREASED/CANCELLED:

Purchase Order #	Chargeable Org	Account Code	Amount	Line #	Cancel? Yes
TOTAL:			\$ -		

Purchase Order TO BE INCREASED:

Purchase Order #	Chargeable Org	Account Code	Amount	Line #
TOTAL:			\$ -	

Detailed Explanation of Request:

APPROVAL: (To be signed by each Department Head/Authorized Signor)

_____ Signature	_____ Date
_____ Asst. Supt. for Finance and Operations	_____ Date
_____ Bookkeeping	_____ Date Change Made