

SFS Dept. ID

AP BU and PO Type

SFS PO Number

AC 902 (Rev. 5/00)

STATE OF NEW YORK

PURCHASE ORDER CHANGE NOTICE

Orig. Agency Code <b>1</b>	Date (MM) (DD) (YY)	Contract No.	Commodity Group No.	Document No. <b>4</b>
-------------------------------	---------------------	--------------	---------------------	--------------------------

Originating Agency	Shown on All Bills and Correspondence
--------------------	---------------------------------------

Vendor <b>SFS Vendor ID</b>	Revised Total Encumbrance <b>5</b>
--------------------------------	---------------------------------------

Item No.	Description of Material/Service	Quantity	Unit	Price	Amount

Reason For Change **6**

PO Number <b>7</b>	Line <b>8</b>	Act <b>9</b>	Amount <b>10</b>	COST CENTER CODE				
				Dept	Cost Center Unit <b>11</b>	Var	Yr	Obj

Authorized Signature

OSC

Agency Telephone Number

Check if continuation form is attached

## Purchase Order Change Notice Document – AC902-S Bulkload Agencies

Purchase order change notices are used when a change to an existing stand-alone purchase order (AC130-S) is required. Information on purchase order change notices can be found in Stand-Alone Purchase Order section of Chapter XI of the Guide to Financial Operations

Reference	Name	Length/Type	Description for Completing in CAS (not applicable in SFS)	Bulkload Agency SFS Requirements
1	Dept. ID	7	Not Applicable	SFS designated 7 digit Dept. ID. Must be same as original PO.
2	AP BU	5	Not Applicable	SFS designated 5 digit BU. Must be same as original PO.
3	PO Type	3	Not Applicable	Determines routing for OSC approval. Refer to <u>Job Aid JAA-PO000-009</u>
4	Document Number	10 AN	This document number must be the same as the original Purchase Order Number. It will be found on the original document. Notation must be made in the document register next to the original Purchase Order Entry. (Required)	Unique PO number entered into SFS. Must be same as original PO. For Legacy Bulkload users, this number is the 7 character PO number, excluding line numbers. Peoplesoft Bulkload and Direct Entry users, enter the purchase order number entered into the SFS.
5	Revised Total	-----	The original encumbered amount adjusted by any increases or decreases. (Required if change affects this field)	The original purchase order amount adjusted by any increase or decrease (Required if change affects this field)
6	Reason for	-----	Narrative justifying the change. (Required)	No change
7	PO Number	10 AN	The number must be the same as the original Purchase Order Number. It will be found on the original document. (Required)	This is the same number used in Reference item #4 above (Document Number).
8	Line	3 N	Indicates which line on the original purchase order encumbrance document is being changed or added to this purchase order. (Required)	Indicates which purchase order line on the original purchase order document is being changed or added to this purchase order.
9	Act	1 AN	ACTION CODE (Required) A = Used to add a new encumbrance line to an existing encumbered purchase order. C = Used to change (increase or decrease) an existing purchase order encumbered amount. D = Used to delete an existing encumbered purchase order.	ACTION CODE (Required) A = Used to add a new purchase order line. C = Used to change (increase or decrease) an existing purchase order line. D = Used to delete an existing purchase order line.
10	Amount	16 N	The dollar amount of the adjustment. If this is to be a	No Change

			decrease to the encumbered amount, the dollar figure must be preceded by a (-) minus sign. (Required)	
11	Cost Center		Funding Information	Cost Center or Chart Field information does not have to be provided on the document. However, agencies can elect to provide the information in legacy or Peoplesoft format if they so choose.

Changes to current data elements are highlighted above. To the extent other changes to AC902-S data elements exists, BOC has identified these elements as "No Change" as BOC does not require changes to the data as is currently provided, if at all, for the various fields.