**Deductive Change Order/Close-Out Purchase Requisition:**

1. **Fill out a Purchase Requisition form**
   Vendor Address
   FID #
   Date
   Forward Requesting Department Copy of PO To:
   PO No.

Under Vendor Item Number/Description fill in the following:

<table>
<thead>
<tr>
<th>Vendor Item Number/Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Total Line Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>To close P.O. #</td>
<td></td>
<td></td>
<td>MINUS</td>
<td>Insert dollar amount</td>
</tr>
<tr>
<td>Project Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Please Do Not Send Vendor Copy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Fill out the UDAK information
Sign under Authorized Signatures by Requested By:

2. Prepare Fax Cover Sheet - L:\Design\Word\MITZI REQ TRANS
   
   Example: **Submitted:** RQXXXXXX <Vendor>, <Project Number>. To close/deduct <PO #>, <$ amount>

3. Fax Property control the fax cover sheet + white copy of the Purchase Requisition for approval

***************When faxed back with approval******************

4. Enter into Smart Stream/Requisition
   Enter Requisition #: RQ __________
   Date Needed: today's date
   Tab down to Description
   1st line = “Change order to PP __________ - if it’s a deductive Change Order
   1st line = “To close out PP __________ - if it’s to close out a Purchase Order
   Quantity = 1
   UOM = LT
   Unit Price = 0
   Enter

   2nd line = under Description = “Deduct from Line #____, $______
   Quantity = 1
   UOM = EA
Unit Price = 0

5. Go to **Header Detail**
   Complete **Comments** section
   Entered by: name, extension
   - Close
   - Yes

6. **Go to Accounting Distributions**
   Enter **UDAK** information

<table>
<thead>
<tr>
<th>Entity</th>
<th>Account</th>
<th>Unit</th>
<th>Project</th>
<th>Rptg</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUUP</td>
<td>50708 – Professional Svcs</td>
<td>401000 0</td>
<td>0 + project number</td>
<td>Reporting number (see reporting chart)</td>
</tr>
<tr>
<td></td>
<td>50716 – Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50711 – Builders Risk Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Go back to **Main View**
   - Forward
   - Save

8. Stamp “ENTERED” on approved fax Purchase Requisition + enter today’s date.
   Enter entry into Smart Stream Balancing Sheet

9. **Gary Ricker** = Original Approved Purchase Requisition fax + white + pink copies of original Purchase Requisition + back up

10. **P.O. file** = Copy of Approved Purchase Requisition fax + green copy of original Purchase Requisition + back up