

**Banner Finance -Procurement
Creating Change Orders**

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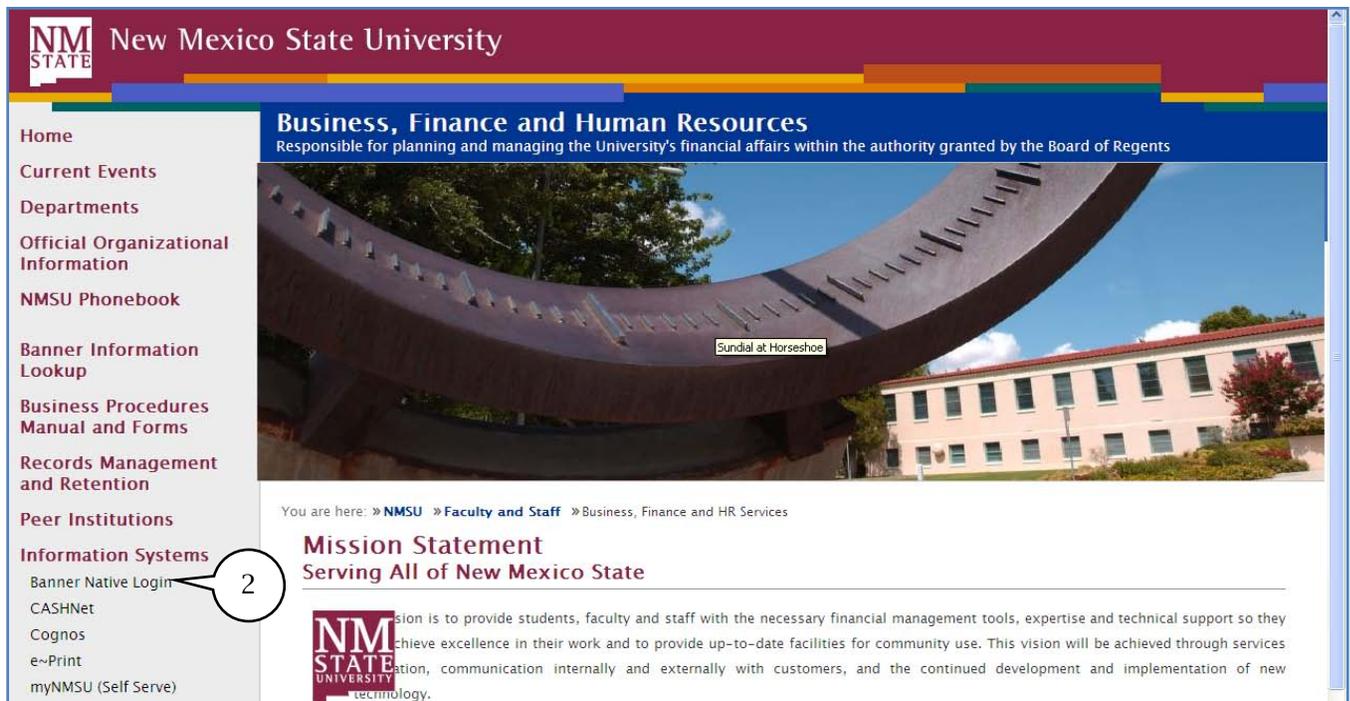
Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.

The Business, Finance and Human Resource Services page will appear.



The screenshot shows the website for the Business, Finance and Human Resources department at New Mexico State University. The page has a dark blue header with the university logo and name. Below the header is a navigation menu with links such as Home, Current Events, Departments, and Information Systems. A large image of the Sundial at Horseshoe is featured in the center. A callout bubble with the number '2' points to the 'Banner Native Login' link in the Information Systems section of the navigation menu.

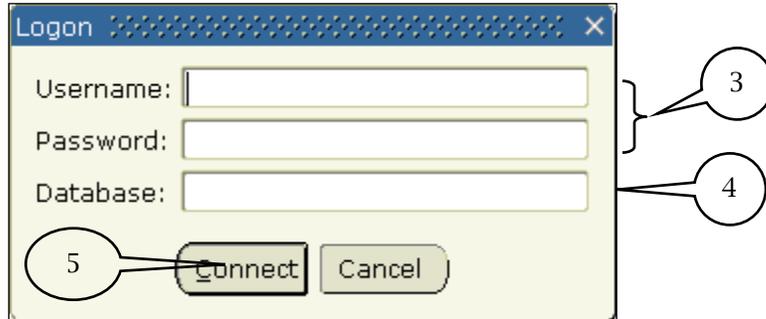
www.nmsu.edu/~boffice

2. Click on the **Banner Native Login** link.



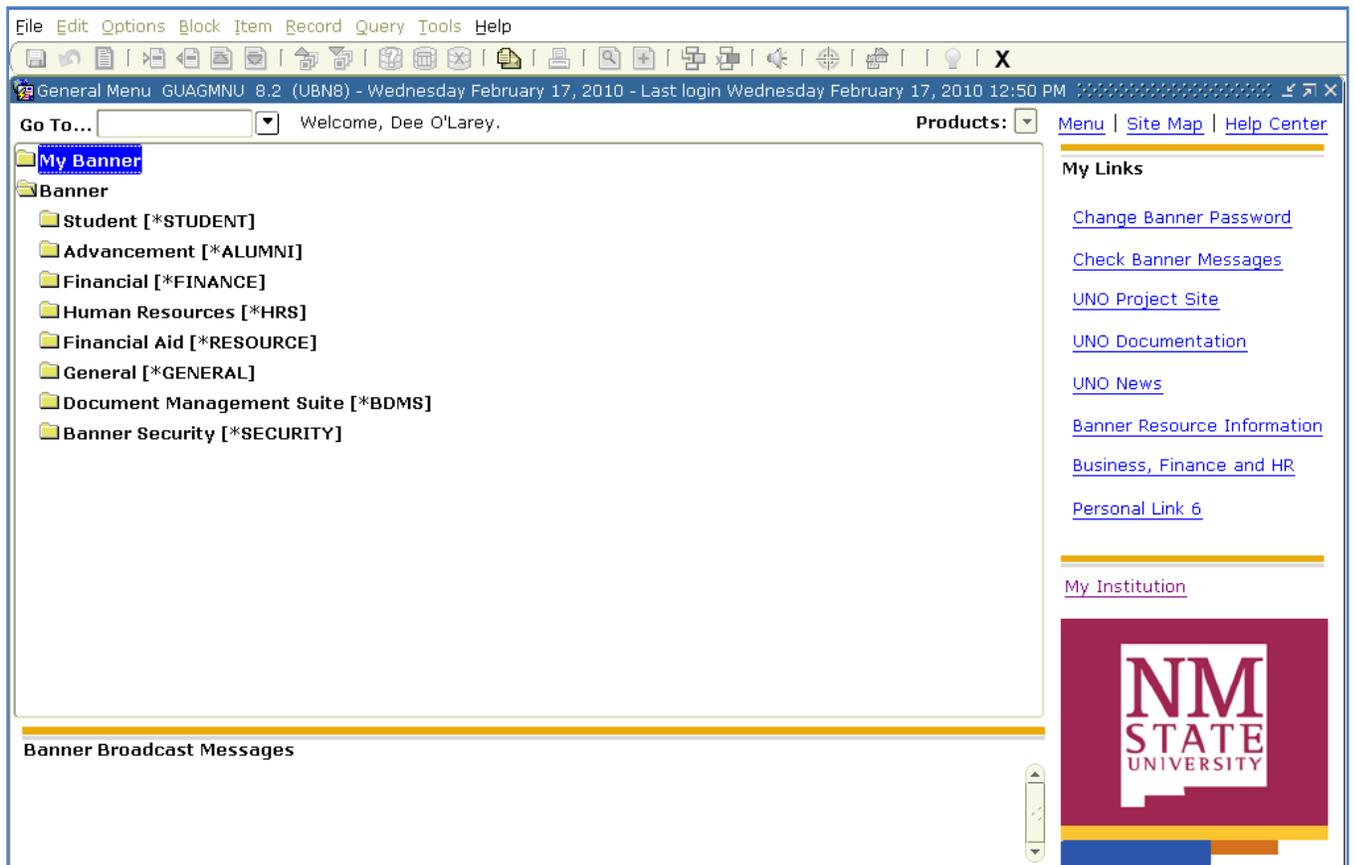
You can create a bookmark in your browser for quick access to Banner.

The **Logon** screen will be displayed.



3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

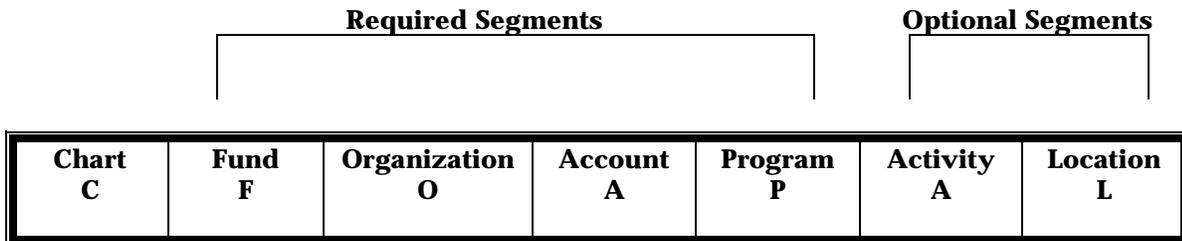
The **General Menu** form, **GUAGMNU**, will be displayed.



FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.



There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, **N** for NMSU, and **F** for Foundation. On most application forms, the **Chart** will have a default value of **N** already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Endowment
- Restricted
- Plant
- Loan

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

Balance Sheet

- 1xxxxx Assets
- 2xxxxx Liabilities
- 3xxxxx System Controls
- 4xxxxx Fund Balance

Income Statement

- 5xxxxx Revenues
- 6xxxxx Labor Expenditures
- 7xxxxx Non-Labor Expenditures
- 8xxxxx Transfers

Program designates functional classification (for example, Instruction, Research, Public Service).

Optional Segments

Activity designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

Location designates a physical location of building and room number. Location will primarily be used for fixed assets.

Index

An **Index** is an abbreviation of the **F**, **O**, and **P** segments of the FOAPAL (also **A** and **L** when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.

COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project
N	107122	181611	530200		8001	800173		

In this example, the index number 107122 was entered. The Fund, Orgn, and Program fields were automatically populated. In this instance the Index number did not populate the Activity and Location fields.

Change Orders

Process Flow

Change orders are used to make changes to a purchase order. Common changes include increasing the amount ordered or cost, decreasing the amount ordered or cost, cancelling the order, changes to descriptions, addresses or Freight on Board (FOB) codes. The process for processing change orders depends on the type of change you are making.

Change orders to change the address, description, or FOB codes (non-monetary changes) do not require a change order requisition. To request these changes, send an email to purchasing@nmsu.edu with the following information included in the body of the email.

1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. Change details

Change orders to cancel a purchase order in entirety can be accomplished by sending an email to purchasing@nmsu.edu with the following information included in the body of the email.

1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. PO Amount

Change orders to change the funding source (i.e. index or account code) are submitted using the Purchase Order - Funding Change Request form available on the Business & Finance Forms web site (<http://www.nmsu.edu/~boffice/forms/index.html>).

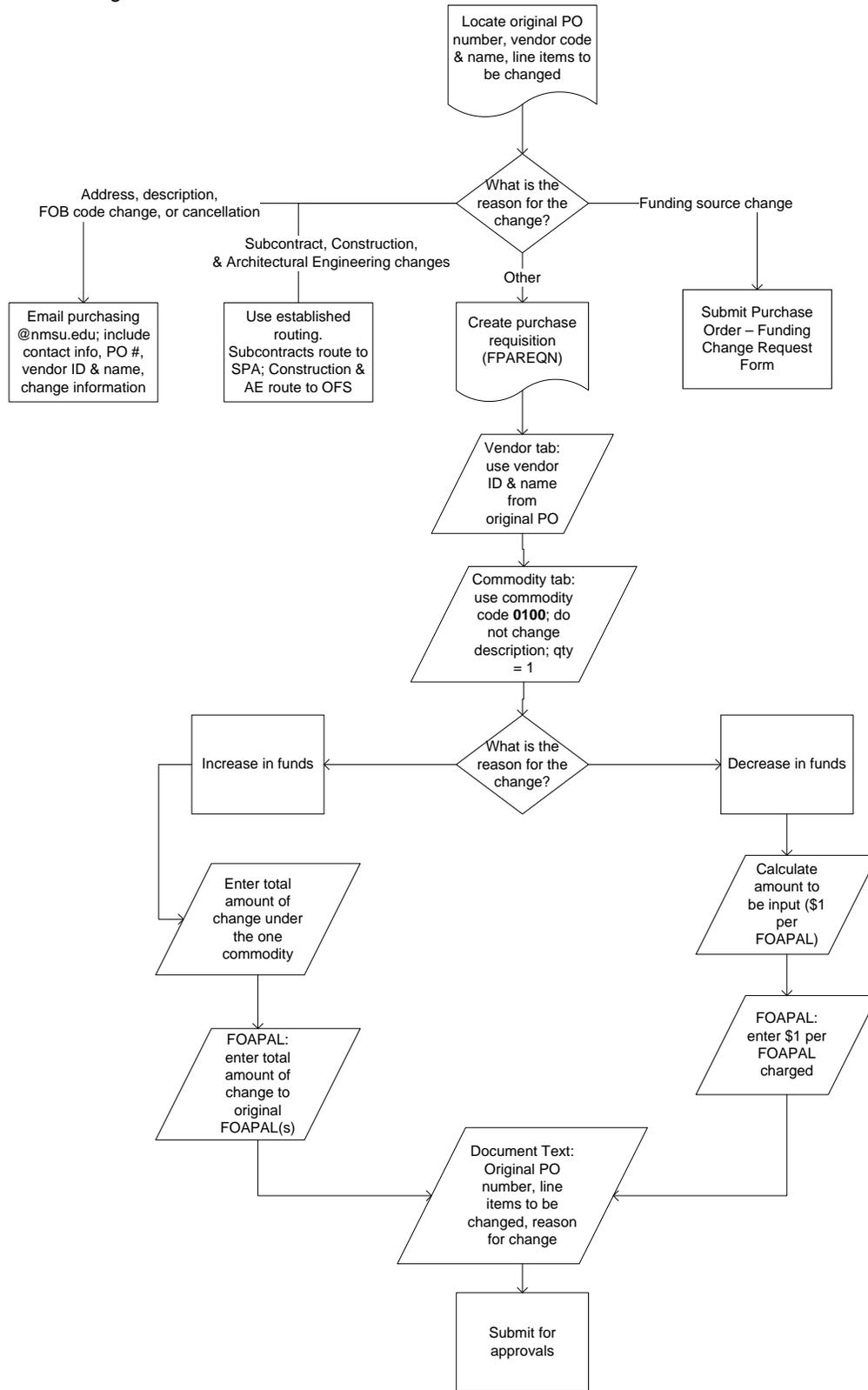
All other change orders (i.e. changing quantity, increasing or decreasing amount) are processed by creating a change order requisition following the steps provided in this manual.



Subcontracts, Construction and Architectural Engineering (AE) types of changes will **not** use this Electronic Change Order process. Continue to use the established routing process. For Subcontracts, these should be routed to Sponsored Projects Accounting and Construction and AE should be routed to Office of Facilities Services.

The diagram below shows the process flow for creating Change Orders.

Change Order Process Flow



Change Order Requisitions

Change orders that include monetary changes (increases, decreases, or cancellations) are submitted using the purchase requisition process.

Use form FPAREQN in Banner INB or review the Banner Finance Procurement User manual for creating a Commodity Level Accounting Requisition.

- Commodity Level Accounting must be used for change orders.
- Transaction and delivery dates are today's date
- Ship to Code must be same as on original PO
- Vendor code must be same as on original PO

Notes: Prior to submitting the Change Order review your original Purchase Order for identifying the accurate information (line item or items, quantity or quantities) that need to be changed. Use Banner forms FOIDOCH (Document History) to access and drill down to the FPIPURR (Purchase Order Information). In addition use form FGIENCD (Detailed Encumbrance Activity) to confirm transaction activity prior to processing the Change Order.



Contact Procurement Services and Risk Management at Purchasing@nmsu.edu if you have questions or need guidance.

Change Order Increases

To increase the dollar amount on a PO, complete the following steps.

File Edit Options Block Item Record Query Tools Help

Requisition: R0086033
 Order Date: 31-MAR-2010
 Delivery Date: 31-MAR-2010
 Commodity Total: 1,500.00

Transaction Date: 31-MAR-2010
 Comments:
 Accounting Total: 1,500.00

In Suspend
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

Item 1 of 1 U/M EA Tax Group Quantity 1.00 X Unit Price 1,500.0000 = Extended: 1,500.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 Commodity Line Total: 1,500.00

Commodity Description
 0100 Electronic Change Order
 Commodity Text
 Item Text
 Add Commodity
 Distribute

FOAPAL 1 of 1 Remaining Commodity Amount: 0.00 NSF Override %
 NSF Suspend Extended: 1,500.00
 Discount: 0.00
 Additional: 0.00
 Tax: 0.00
 FOAPAL Line Total: 1,500.00
 Commodity Accounting Total: 1,500.00

COA Year Index and Orgn Acct Log Actv Locn Proj
 N 10 112799 111260 530350 731000 1800

Enter Commodity Description; press LIST for alpha search.
 Record: 1/1 <OSC>

1. Use form FPAREQN, Requisition Entry: Commodity/Accounting, to begin the Create Change Order process.

Note: Under the Delivery/Information tab of the FPAREQN please ensure that an email address and current phone number is listed in appropriate fields.

2. Under the Commodity/Accounting tab enter **commodity code 0100**; description will populate (do not change the description).
3. Enter total amount of change for all line items. You will only use one commodity line item even if you are changing multiple lines.
4. Click **next block** to enter FOAPAL information.
5. Enter the **index** and **account** number charged on the original PO.
6. Tab through fields to populate amount or enter amount for each index in the **Extended** row.
7. Select Options and from the list select **Document Text**.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.0 (TBAN)

Text: REQ Code: R0000276 Change Sequence: Item Number:

Vendor: 800321019 Rio Grande Contract Furnishings

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
Change Order		<input checked="" type="checkbox"/>	10
PO number: P0080001		<input checked="" type="checkbox"/>	20
Vendor: Rio Grand Contract Furnishings: 800321019		<input checked="" type="checkbox"/>	30
Increase		<input checked="" type="checkbox"/>	40
Reason: Unit price input incorrectly		<input checked="" type="checkbox"/>	50
Action: increase unit price on line item 1		<input checked="" type="checkbox"/>	60
from \$500 to \$2000		<input checked="" type="checkbox"/>	70
for a total line change of \$1500		<input checked="" type="checkbox"/>	80
		<input type="checkbox"/>	

FRM-40400: Transaction complete: 8 records applied and saved.
Record: 9/9

8. In form **FOAPOXT Document Text Entry**, enter the following information in the order listed. For instructions refer to the Document Text process section in the Banner Finance Procurement User manual.

Note: For consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information effected by the change, follow the format listed below:

- a. Change Order
 - b. Original PO number
 - c. Vendor name & ID
 - d. Increase
 - e. Reason for the change
 - f. Action to be taken including line numbers to be changed
 - g. Total line change (if applicable)
9. **Save** the document text.
10. Click **Exit** to close the document text form.
- Complete requisition and route for approval.**



Prior to Saving Document Text verify that the Print boxes are checked. If they are not, click on the box located next to the row and under the Print column to place a check mark.

Change Order Decreases

To decrease the dollar amount on a PO, complete the following steps.

Requisition: R0086033
 Order Date: 31-MAR-2010
 Delivery Date: 31-MAR-2010
 Commodity Total: 2.00
 Transaction Date: 31-MAR-2010
 Accounting Total: 2.00

Commodity/Accounting Tab:

Item	U/M	Tax Group	Quantity	Unit Price	Extended	Discount	Additional	Tax	Commodity Line Total
1	EA		1.00 X	2.0000	2.00	0.00	0.00	0.00	2.00

Commodity: 0100 Electronic Change Order

FOAPAL 2 of 2 Remaining Commodity Amount: 0.00

COA	Year	Index	Fund	Orgn	Acct	Log	Actv	Locn	Proj	Extended	Discount	Additional	Tax	FOAPAL Line Total
N	10	112799	111260	530350	731000	1800				1.00	0.00	0.00	0.00	1.00
N	10	100793	110006	530350	731000	1310				1.00	0.00	0.00	0.00	1.00
										Commodity Accounting Total:	2.00			

1. Use form FPAREQN, Requisition Entry: Commodity/Accounting, to begin the Create Change Order process.

Note: Under the Delivery/Information tab of the FPAREQN please ensure that an email address and current phone number is listed in appropriate fields.

2. Under the Commodity/Accounting tab enter **commodity code 0100**; description will populate (do not change the description).
3. Calculate the dollar amount to enter in **Unit Price** as follows
 - a. If changes effects only one Index number, enter \$1.00
 - b. If change effects two or more Index numbers, enter \$1.00 per index
4. Click **next block** to enter FOAPAL information.
5. Enter the **index** and **account** number(s) charged on the original PO.
6. Tab through fields to populate amount or enter amount for each index in the **Extended** row.
 - a. If entering multiple indexes, enter \$1.00 per index



Change Orders will encumber the amount entered on the requisition. For decreases, enter \$1.00 per Index number. For increases, enter the total amount of the change.

File Edit Options Block Item Record Query Tools Help

Procurement Text Entry FOAPOXT 8.0 (TBAN)

Text: REQ Code: R0000277 Change Sequence: Item Number:

Vendor: 800321019 Rio Grande Contract Furnishings Inc

Commodity Description:

Modify Clause: Copy Commodity Text Default Increment: 10

Text	Clause Number	Print	Line
Change Order		<input checked="" type="checkbox"/>	10
PO number: P00800001		<input checked="" type="checkbox"/>	20
Vendor: Rio Grande Contract Furnishings: 800321019		<input checked="" type="checkbox"/>	30
Decrease		<input checked="" type="checkbox"/>	40
Reason: quantity reduction; no longer needed		<input checked="" type="checkbox"/>	50
Action: reduce quantity of line item 1 from 4 to 1		<input checked="" type="checkbox"/>	60
for a total line decrease of \$300.00		<input checked="" type="checkbox"/>	70
		<input type="checkbox"/>	

FRM-40400: Transaction complete: 7 records applied and saved.

Record: 8/8 <OSC>

7. In form Document Text Entry, **FOAPOXT** enter the following information in the order listed. For instructions refer to the Document Text process section in the Banner Finance Procurement User manual.

Note: for consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information effected by the change, follow the format listed below:

- a. Change Order
 - b. Original PO number
 - c. Vendor name & ID
 - d. Decrease or Cancel
 - e. Reason for the change
 - f. Action to be taken including line numbers to be changed
 - g. Total line change (if applicable)
8. **Save** the document text.
 9. Click **Exit** to close the document text form.

Complete requisition and route for approval.

Tracking Change Order Requisitions and Changes to Purchase Orders

Using Banner INB Finance

Once the change orders have been routed for approval tracking can be done by using forms **FOIDOCH** and **FGIENCD** in the Banner system.

To verify that the Change Order Requisition has been approved use FOIDOCH to query the requisitions.

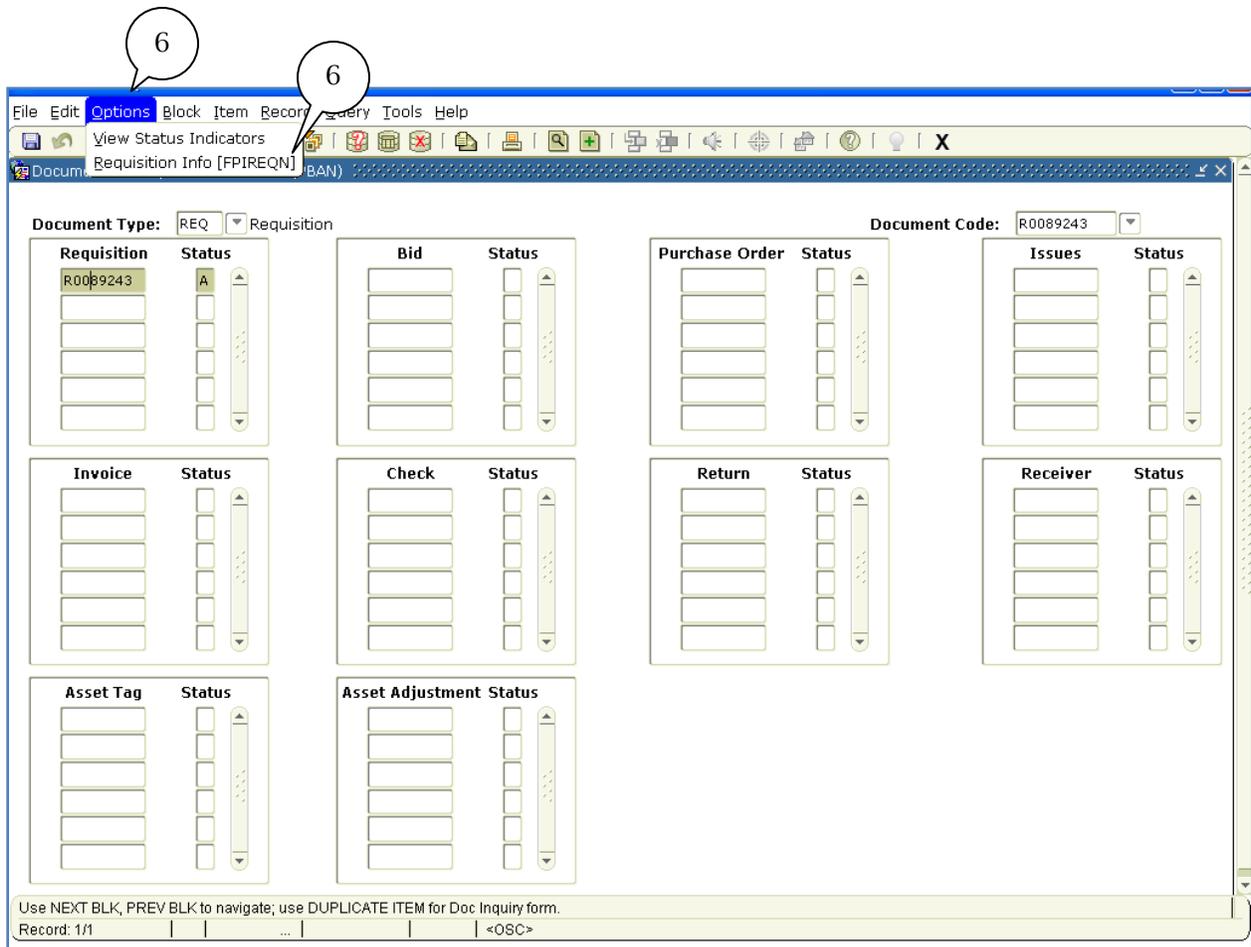
The screenshot shows the FOIDOCH form interface. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main window title is "Document History FOIDOCH 8.0 (PBAN)".

The form contains several sections, each with a "Document Type" and "Status" column. The "Document Type" is set to "REQ" and the "Document Code" is "R0089243".

- Requisition**: Document Type: REQ, Status: A. The Requisition number R0089243 is displayed in the first row.
- Bid**: Document Type: Bid, Status: [empty]
- Purchase Order**: Document Type: Purchase Order, Status: [empty]
- Issues**: Document Type: Issues, Status: [empty]
- Invoice**: Document Type: Invoice, Status: [empty]
- Check**: Document Type: Check, Status: [empty]
- Return**: Document Type: Return, Status: [empty]
- Receiver**: Document Type: Receiver, Status: [empty]
- Asset Tag**: Document Type: Asset Tag, Status: [empty]
- Asset Adjustment Status**: Document Type: Asset Adjustment Status, Status: [empty]

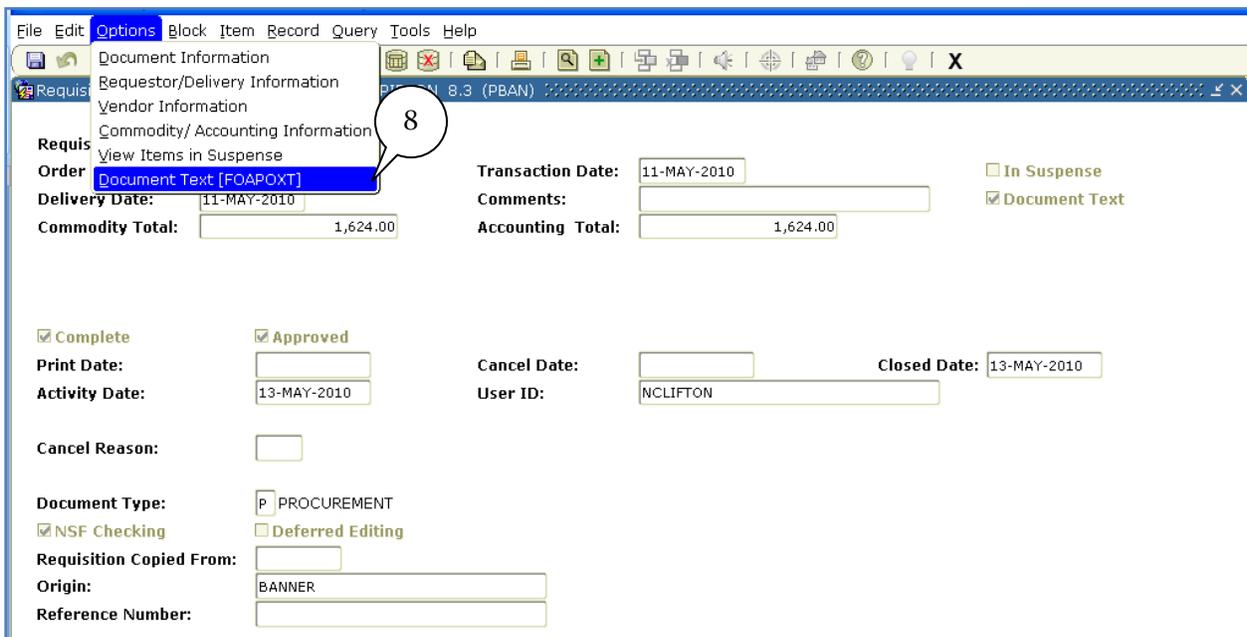
Numbered callouts (1-5) point to specific elements: 1 points to the menu bar, 2 points to the Document Type field, 3 points to the Document Code field, 4 points to the Next Block button, and 5 points to the Requisition number field.

1. Access **FOIDOCH** form from the Go To Menu.
2. Enter Document Type **REQ**.
3. Enter Document Code (**Requisition number**).
4. Click on **Next Block**.
5. Requisition number will be displayed. If Requisition has been Approved, Status will reflect "**A**". If Requisition Status reflects "**C**" all approvals have not been obtain.



6. From the **Option** menu select the **Requisition Info, FPIREQN** to view the requisition.
7. Click on **Next Block**.

Document Text will display the Change Order details and also will include the Purchase Order number where changes will occur. If you are unsure of the related Purchase Order follow steps below to locate the Purchase Order number.



8. With Requisition Inquiry displayed click the **Options** menu. From the drop down list select **Document Text**.
9. Click on **Next Block** to display information.
10. With Document Text displayed, record the associated Purchase Order number.
11. Click on **Exit**.
12. Click on **Exit** again to return to the Go to Menu.

Once the Change Order requisition has been approved you can view the Purchase Order to track and verify changes have been made in the Banner system.

Encumbrance: P0080400 Encumbrance Period: All

Description: Sports Accessories Status: O Type: P
 Date Established: 05-OCT-2009 Balance: 0.00 Vendor: 800096495 Sports Accessories

Item: 1 Paractice gear

Sequence: 1 Fiscal Year: 10 Status: O Commit Indicator: U

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
N	112212	110164	108231	735010	2130			

Encumbrance: 0.00 Liquidation: 0.00 Balance: 0.00

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
05-OCT-2009	PORD	P0080400		304.00	304.00
13-MAY-2010	CORD	P0080400		-304.00	0.00

1. Access **FGIENCD** from the Go to menu.
2. Enter the **Purchase Order** number in the **Encumbrance** field.
3. Click on **Next Block**.
4. The Detail Encumbrance form will list all transactions associated with the Purchase Order. When Change Orders have been updated on Banner the Purchase Order will display CORD (Established Change Order) under the Type field. If additional line items have been changed you will use Next Record to display additional line items.
5. Click to **Exit** form.

Using Banner Finance Self-Service

Once the change orders have been routed for approval tracking can also be done through **Banner Finance Self-Service** by using the **View Document** feature in Finance Self-Service.

Access to Banner Finance Self-Service this can be done by logging on to my.NMSU.edu, once logged on follow the steps below.

The screenshot shows the my.NMSU.edu web portal. At the top left, the NMSU logo and 'my.NMSU.edu' are displayed. Below this, a navigation bar contains tabs for 'Home', 'Student and Financial Aid', 'Employee', 'Workflow', and 'Sample'. The 'Employee' tab is highlighted with a callout '1'. To the right of the navigation bar, there are icons for 'E-mail', 'Calendar', 'Groups', 'Logout', and 'Help'. Below the navigation bar, the main content area is divided into three sections: 'Quick Links' (with links for Time Sheet, Leave Report, and Time Off), 'Banner Self-Service' (a tree view with folders for Banner Self-Service, Personal Information, Student, Employee, and Finance), and 'Employee Information' (showing Name: Dee Anna O'Larey and NMSU ID Number: 800015511). The 'Finance' folder in the Banner Self-Service tree is highlighted with a callout '2', and the 'View Document' link within it is highlighted with a callout '3'. At the bottom of the page, there is a copyright notice for SunGard Higher Education and the SUNGARD HIGHER EDUCATION logo.

1. Click on the **Employee** tab.
2. Click on the **Finance** tab.
3. Click on **View Documents** link.

my.NMSU.edu

Back to Employee Tab

E-mail Calendar Groups Logout Help

Personal Information Student Employee **Finance**

Search Go MENU SITE MAP HELP

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number enter Document Number to activate the Document Number Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

4 Choose type: Requisition Document Number R0093553

Submission#: Change Seq# Reference Number

6 Display Accounting Information

Yes No

Display Document/Line Item Text Display Commodity Text

All Printable None All Printable None

View document Approval history

7 [Budget Queries | Encumbrance Query | Approve Documents | View Document]

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4. By default **Choose type** field should display **Requisition**. If not click on the arrow to display list and select from list.
5. Type in requisition number in the Document Number field.

Note: The Document Number field is case sensitive the “R” beginning the requisition number must be capitalized.

6. Click on the **All** radio button under the **Display Document/Line Item Text** (this will display document text associated with the requisition).
7. Click on the **Approval history** button.

my.NMSU.edu

Back to Employee Tab

E-mail Calendar Groups Logout Help

Personal Information Student Employee Finance

Search Go MENU SITE MAP HELP

View Document

Document Identification

Document Number R0092998 Type Requisition
 Originator: DOLAREY DEE O'LAREY

There are no approvals required at this time

Approvals recorded

Queue	Level	Date	User
RB01	1	Aug 09, 2010	NAME OF APPROVER DISPLAYED
2VRA	1	Aug 09, 2010	NAME OF APPROVER DISPLAYED

[Budget Queries | Encumbrance Query | Approve Documents | View Document]

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8. If document has been approved a list of Approvals recorded will be listed.

Note: If document has not been approved a list of approvers will be displayed.

9. To return to the View documents Click on **View Document** link.

View Change(s) on Purchase Order

Once the change orders have been approved you can view changes to the Purchase Order through **Banner Finance Self-Service** by using the **View Document** feature in Self-Service.

Access Banner Finance Self-Service this can be done by logging on to my.NMSU.edu, once logged on follow the steps below.

The screenshot shows the my.NMSU.edu Banner Self-Service interface. At the top, the user is logged in as Dee Anna O'Larey. The navigation tabs include Home, Student and Financial Aid, Employee (highlighted with callout 1), Workflow, and Sample. The Employee tab is active, and the Finance sub-tab is selected (callout 2). The Finance menu includes Budget Queries, Encumbrance Query, Approve Document, and View Document (callout 3). The Employee Information section shows the user's name and NMSU ID Number (800015511). The footer includes the SunGard Higher Education logo and copyright information.

1. Click on the **Employee** tab.
2. Click on the **Finance** tab.
3. Click on **View Documents** link.

my.NMSU.edu

Back to Employee Tab

Personal Information Student Employee Finance

E-mail Calendar Groups Logout Help

Search [] Go MENU SITE MAP HELP

View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to activate the Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type: Purchase Order [v] Document Number P0092359

Submission#: [] Change Seq# [] Reference Number []

Display Accounting Info: Yes [x] No []

Display Document/Line Item Text: All [x] Printable [] None []

Display Commodity Text: All [] Printable [x] None []

View document Approval history

RELEASE: 8.2 [Budget Queries | Encumbrance Query | Approve Documents | View Document] powered by SUNGARD SGT HIGHER EDUCATION

4. From the **Choose type** field click on the down arrow to display list and selection **Purchase Order**.
5. Enter the **Document Number** in the field.

Note: The Document Number field is case sensitive; the “P” for Purchase Order number must be capitalized.

6. **Change Seq#** field can be used to view changes that occurred to an original purchase order. By using the sequence of “00” the original Purchase order information will be displayed. By using the sequence of “01” the Change Order information will display. If you are unsure if a change has occurred, just leave Change Seq# field blank and it will display the last transaction that occurred on the Purchase Order.
7. Click on the **All** radio button under the **Display Document/Line Item Text** (this will display document text associated with the requisition).
8. Click on the **View document** button.

Purchase Order Header						
Purchase Order	Change#	Order Date	Trans Date	Delivery Date	Print Date	Total
P0092359	1	Aug 06, 2010	Aug 11, 2010	Aug 13, 2010		-142.96
Origin:	BANNER					
Complete:	Y	Approved:	Y	Type:	Regular	
Cancel Reason:				Date:		
Requestor:	NAME OF REQUESTOR			NAME OF ORGANIZATION		
Phone Number:	575-646-7176					
E-mail:	dolarey@nmsu.edu					
Accounting:	Commodity Level			Matching:	Not Required	
Ship to:	CLPD					
	ACADEMIC RESEARCH B					
	STANDLEY DRIVE					
	Las Cruces, NM 88003 United States of America					
Attention:	CENTER FOR LEARNING & PROFESSIONAL					
Contact:	MAIN OFFICE					
Phone Number:	575-646-7176					
Vendor:	800094897	Walmart Stores Inc				
	571 Walton Blvd					
	Attn: Curtis Rosemond Mgr					
	Las Cruces, NM 88001					
Phone Number:	575-525-1222					
Fax Number:	575-523-6650					
Currency:						
Document Text	REASON FOR CHANGE					
	ADDITIONAL EXPLANATION					
	.					
	PURPOSE OF CHANGE ORDER #1:					
	THIS PURCHASE ORDER IS CANCELED IN ITS ENTIRETY					
	BY THE REQUEST OF THE DEPARTMENT.					

9. A display of the Purchase Order and changes made are visible.
10. Return to View Documents link at the bottom if another display is needed.