
CHANGE A PURCHASE ORDER – ME22N (PUR-014)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This procedure discusses the process used to CHANGE A PURCHASE ORDER.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Purchasing Department

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Purchasing/Budget Director _____

4.0 DEFINITIONS:

Signature

Date

- 4.1 SLPS – Saint Louis Public Schools
4.2 SAP – Information system used by SLPS

5.0 PROCEDURE:

CHANGE A PURCHASE ORDER – ME22N

- 5.1 Select code ME22 [Change Purchase Order].
5.2 Select Enter.
5.3 Select “Purchase Order”.
5.4 In the drop down menu, select “Other Purchase Order”.
5.5 Enter the Purchase Order Number in the yellow box.
5.6 Review all tabs at the bottom of the screen.
5.7 Any column with a “white background” can be changed.
Note: Any grayed background can NOT be changed.
5.8 Click the “WHITE BACKGROUND” area.
5.9 Enter the change.
5.10 Click on the “SAVE” button.

6.0 ASSOCIATED DOCUMENTS:

Not applicable

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SAP Issued	Computer	3 years	Discard as desired	Password protected

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/18/08	B	Procedure revision due to SAP software upgrade.

*** End of procedure ***