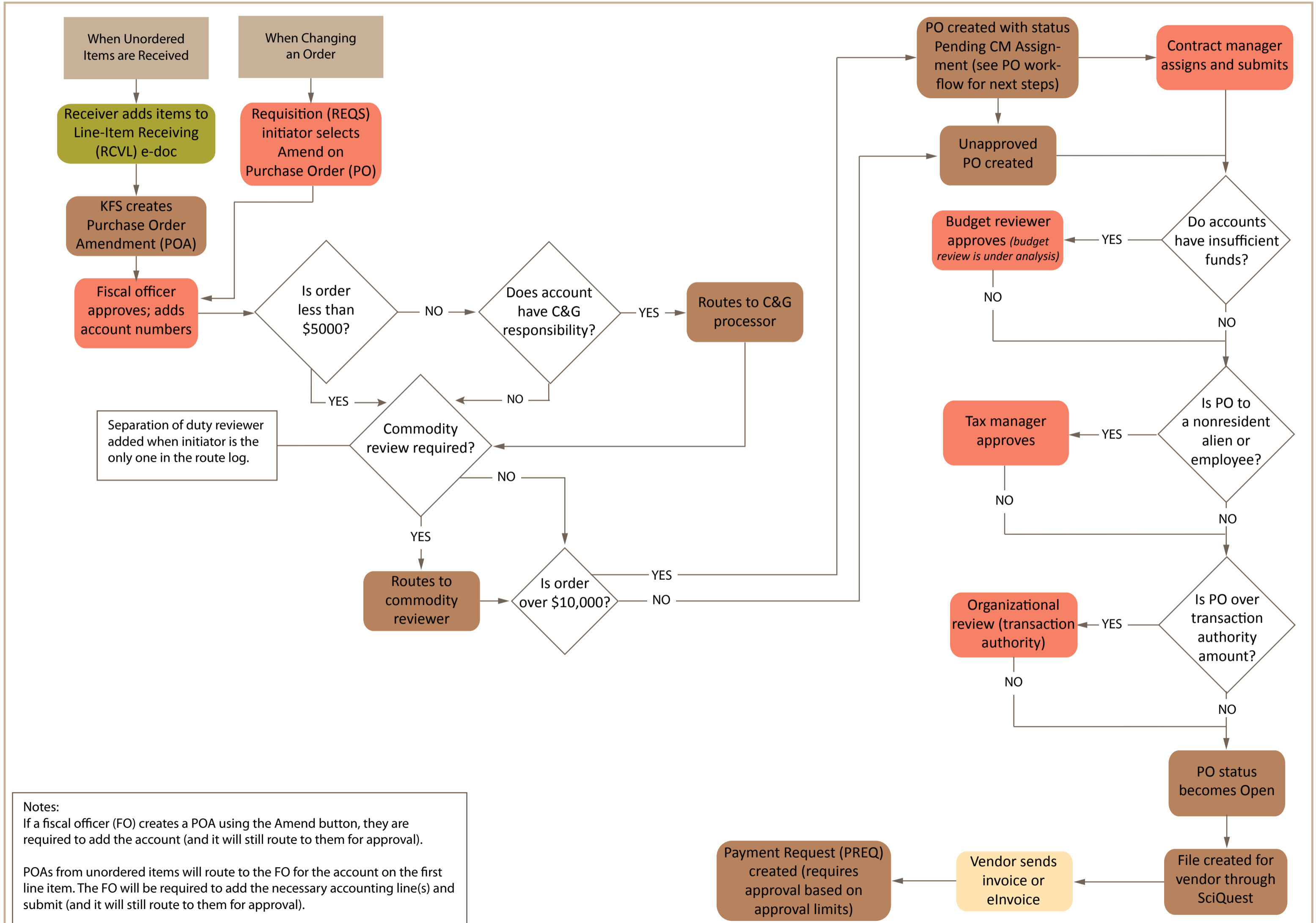


Purchase Order Amendment • Workflow



Notes:
 If a fiscal officer (FO) creates a POA using the Amend button, they are required to add the account (and it will still route to them for approval).
 POAs from unordered items will route to the FO for the account on the first line item. The FO will be required to add the necessary accounting line(s) and submit (and it will still route to them for approval).