

BEN FINANCIALS

CHANGE PURCHASE ORDER BUYER REQUEST FORM

Part I Identification Information

Reason for Buyer Change: Original Buyer Transferred Depts. Departmental Re-organization

Current Buyer Full Name: _____

New Buyer Full Name*: _____

New Buyer Penn ID: _____ New Buyer PennKey: _____

* New Buyer must be a PO Manager

I understand that completing this form authorizes Purchasing Services to complete a Buyer Name change on all the Purchase Orders designated in Part II of this form. I have verified that the Current Buyer has transferred to another department within the University and retained PO Manager access or that the Buyer change is required as a result of a departmental re-organization. I have completed due diligence to verify that the purchase orders listed below are service orders; have multiple billings, and/or an extended life.

Required Authorization and Signatures:

Requestor Name: _____

E-mail Address: _____ Phone # _____

Requestor Signature: _____ Date: / /

Access Administrator Signature: _____ Date: / /

Part II Purchase Order Details

Purchase Order #	Supplier #	Purchase Order Date	Total \$ Amount	Total \$ Amount Spent	Total \$ Amount Remaining

Please complete the form, print it, secure required signatures and then E-MAIL the completed form to Purchasing Services:

PurchasingSupport@upenn.edu

To request forms:

See the following website:
<http://www.finance.upenn.edu/comptroller/forms/#BEN>