**Legacy Purchase Order (PO) Conversion Overview**

**All Open POs** (RIAS/MarketPlace)

- PO issued in FY16 or FY17?
- PO for a capital project?
- PO funded by an active grant?

- **Yes**
  - Converted POs (will retain current PO numbers from RIAS and MarketPlace with new Chart of Accounts)
  - Converted POs will be closed upon one of the following:
    1. Request of department
    2. When funds in PO have been exhausted
    3. End of Fiscal Year 2017

- **No**
  - PO will not be converted (internal POs will not be converted)
  - Successor PO* (created in new RU MarketPlace with special expedited form)

*Successor PO should be requested only if a converted PO needs to be supplemented (or increased), or the purchasing activity or engagement associated with the converted PO will continue after June 30, 2017.