

Purchasing
Change Orders

The contents of a Purchase Order can be changed by completing a Change Order Form (sample at the end of this section). Typically, changes are requested for increasing / Decreasing the dollar amount of a Blanket P.O.

A Change Order can also be used to change the account structure, description of an order, authorized release form signatures on a Blanket P.O. or vendor information.

Sign Off /Change Order Request

When dollar increases or substantial changes are requested to be made to a Purchase Order, the person(s) approving the original P.O. request are required to approve the Change Order request.

When dollar decreases or minor description changes are requested, the program manager's signature is acceptable. Change requests which cannot be processed due to insufficient funds, will be returned to the program.

Note: To avoid delays, make sure that there are sufficient funds to make the dollar increases before submitting a Change Order Form.

When Change Order Forms are not available, program offices may use an **interdepartmental memo**. All information typically listed on a Change Order Form should be included. If a memo is used, the required signatures must be obtained.