

Title: CHANGE ORDER/SUPPLEMENT OR REDUCTION OF PURCHASE ORDER		Contents: PP-900 rev1
		Submitted By: Purchasing Division
		Approved By: Purchasing Agent
Effective Date: 11-24-10	Supersedes No.: 12-10-01	Page No. 1 of

Change Order

A change order is a written request from the department for the Purchasing Agent to formally amend an outstanding purchase order, e.g., change quantity ordered, unit price, delivery, etc. Occasionally, it is used to make changes to a requisition. The department shall submit a Change Order form for changes of any type, e.g., cancel purchase order, change quantity ordered, unit price, delivery, ship to address, funding supplements and reductions, etc.

Change Order Procedure

1. Department initiates the change request via a completed Change Order Request form.
2. Upon receipt at ISD, the change request and the file copy of purchase order will be forwarded to the Purchasing Analyst.
3. Purchasing Analyst will review change request for propriety. If acceptable, Purchasing Agent will document the properly worded change. All changes require a justification or explanation from the department. Supplements cannot be processed for prior years' purchase orders.
4. eCAPS Issued PO's: Purchasing Agent will process the official change notice (amendment) within eCAPS
5. PO's Issued Outside of eCAPS: Purchasing Agent will process the official change notice outside of eCAPS.
6. Purchasing Analyst will forward a copy any amendment to the affected vendor as necessary.

Auditor Allowance on Over Expenditure

The Auditor-Controller General Claims Section will allow over-expenditures on purchase orders without supplementing the purchase order, when the purchase order estimate is exceeded by less than 10% and less than \$100.00.