Purchase Order Change Request Form Instructions

Change orders are required when modifying a purchase order (PO) that exceeds departmental delegation limits. They cannot be processed for POs within departmental delegation or PO's placed against a contract. For guidance on modifying POs that fall within delegation limits, refer to the How Do I Handle Change Orders guide.

To submit a change request, complete all fields in the top section of the Purchase Order Change Request Form using information from the PO record in HokieMart. Ensure that the accounting details and current total reflect the most up-to-date information.

The following attributes can be changed on a purchase order:

- Adjusting a line-item cost (increase or decrease)
- Modifying a line-item quantity (increase or decrease)
- Adding or removing a line item
- Updating line-item text
- Editing external notes
- Adding a contract number
- Changing the ship-to address
- Updating shipping or payment terms
- Modifying funding or account information for the entire PO or specific line items

Change orders cannot be used to change the vendor on a purchase order.

List any line-item modifications in the designated section of the form. If other changes do not affect line items, describe them in the Reason for Change section.

Before submission, the form must be signed by a department-level approver. Completed forms should be sent to the Procurement Buyer in an editable format for processing.

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Blacksburg, Virginia 24061

PURCHASE ORDER CHANGE

PURCHASE ORDER NO.

DATE

CHANGE NO.

DATE

REQUISITION NO.

<u>VENDOR NAME AND ADDRESS:</u>

<u>SHIP TO ADDRESS:</u>
Virginia Polytechnic Institute and State University

<u>INVOICE TO:</u>
Virginia Polytechnic Institute and State University

ACCOUNT/FUND/ORG	CURRENT TOTAL

You are hereby requested to make the following change(s):

CHANGE ORDER TO READ:

Item	Description	Quantity	Unit	Unit Price	Amount

New Total

REASON FOR CHANGE:

Authorized Approver Signature

Procurement Approval