How Do I Handle…

Change Orders

Procedure

When a change is to be made to an order 10K or under, or an order against a contract and the original purchase order did not come through Procurement

- No changes can be made on the orders not originally processed by a buyer in the procurement department. Therefore no Request for Purchase order change form is required.
- The department contacts the vendor directly to make any necessary changes with the order.
- The department will do the following to make changes for payment.

  * For orders that have had nothing delivered and need to be cancelled
    o The department will do a cancellation receipt in Hokiemart.
    o This action will show up on a Report in Procurement and Procurement Operations Support will cancel the PO in Banner which will release the funding against the PO and return it to the department’s fund.
    o The department is responsible for the communication of all changes with the vendor, therefore, documentation of all interaction is encouraged.

  * When adding additional line items, costs, or if the invoice received is more than original order, the change should be acknowledged to AP through the Hokiemart Receipt
    o The department will over receive any items currently on the order and AP will pay the extra amount. AP may contact the department for additional approvals.
    o For additional item not on the original order, the department should document item receipt in a comment and acknowledge that payment for the item is approved. AP may contact the department for additional approvals.
o If the order has been closed, AP will instruct the department to do a new PO to cover the additional amount.

o The department is responsible for the communication of all changes with the vendor, therefore, documentation of all interaction is encouraged.

* For orders deleting line items or releasing an additional amount on the PO not used
  o If a line item is cancelled, the department will do a quantity receipt in Hokiemart canceling the line item.
  o If a partial amount needs to be released, the department will do a cost receipt in Hokiemart for the amount to be released.
  o These actions will show up on a Report in Procurement and Procurement Operations Support will cancel the line item in Banner, or release the remaining encumbrance against the PO in Banner and return it to the department’s fund.
  o The department is responsible for the communication of all changes with the vendor, therefore, documentation of all interaction is encouraged.

When a change to be made to a purchase order over 10K that is non-contract and the original purchase order was issued by Procurement:

- Department completes the Request for Purchase Order Change form.
- Department sends the Request For Purchase Order Change using interoffice Mail, or via email to Procurement.
- Attach supporting documentation as necessary, (example: new quotations, emails from the vendor)
- Note original total, insert only what changes in the description field, note new total
- State the reason for the change; be specific.
  Note that the final change order issued by the procurement buyer is speaking to the Vendor, the Controller’s Office, and the Department. Therefore, the Buyer is responsible for the final wording of the change order.