

CHANGE ORDER

Definition: A change order is used to materially alter a Purchase Order after it has been encumbered and issued to the vendor. A change order is required to:

- 1) Decrease or increase purchase order quantities;
- 2) Substitute comparable acceptable items for those on the original purchase order;
- 3) Make any substantial changes on a purchase order that will result in a cost differential;
- 4) Terminate the purchase order; or,
- 5) Adjust the purchase order price to conform with the vendor's invoice.

Preparation of Form

- A. Departments may initiate Requests for Change Orders in writing stating the reasons for the change(s). Signatures are required on all Requests for Change Orders, in the same manner as the signature requirements for requisitions from which purchase orders are issued.
- B. Unless otherwise authorized by the bid or proposal documents, change orders are not valid until the vendor has accepted the terms thereon.
- C. Requests for Change Orders should not be submitted for the following transactions, since Finance & Accounting will automatically process payments and/or adjustments for invoiced amounts in these cases:
 - 1) To pay freight charges up to \$50.00
 - 2) To increase the amount if it is less than 10% or \$100 of the original total.

CHANGE IN ORDER

[Upon completion, forward to the Purchasing Department]

Date: **Purchase Order No.:** Vendor Name:
Fund AND Organization OR Index No.:
Dept. Name/Phone No.:
Type of Order: Regular Standing Order (formerly known as Blanket Order)

PLEASE CHANGE THE FOLLOWING ON THE ABOVE REFERENCED PURCHASE ORDER

Change Fund AND Organization OR Index No.: From: To:
For **All** Item Numbers: YES NO **OR** For Only The Following Item Numbers:

CHANGES TO REGULAR PURCHASE ORDER:

Line Item #: Current Qty: @ Current Unit Price: \$
New Qty: @ New Unit Price: \$
 Increase Decrease By: Increase Decrease By: \$

Change Description As Follows:

Line Item #: Current Qty: @ Current Unit Price: \$
New Qty: @ New Unit Price: \$
 Increase Decrease By: Increase Decrease By: \$

Change Description As Follows:

Line Item #: Current Qty: @ Current Unit Price: \$
New Qty: @ New Unit Price: \$
 Increase Decrease By: Increase Decrease By: \$

Change Description As Follows:

CHANGES TO STANDING ORDER:

Increase By: \$ Decrease By: \$ Extend Ending Date To:

Authorized Users: Add:
 Delete:

Change Description As Follows:

CANCEL: Line Item #:
 Entire Purchase Order. Reason For Cancellation:

CLOSE: Remaining Balance Of: \$

NOTE: Banner does not allow the vendor to be changed. If Accts Payable is unable to issue the check to another vendor then you must cancel the Purchase Order and submit a new requisition with a late justification.

OTHER:

AUTHORIZED SIGNATURE: _____ **DATE:** _____

PURCHASING APPROVAL: _____ **DATE:** _____