# PO Change Order Form

#### The purpose of this form is to capture what needs changing on an existing EFS PO and why. Purchasing Services requires this form to be attached in the PO Change Order’s header-level justification comments for all PO’s totaling $50,000 or greater. Otherwise, it is optional for a department to attach this form to PO Change Orders that total less than $50,000.

**Date:**       **Section A: Summary of Requested Changes (to be completed by the department)**

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| **PO #:**       | **Supplier Name:**       | **Dept. Name:**       |
| **Dept ID #:**       | **Req #: (of this PO)**       | **Dept. Contact Name, Phone #, & Email**:       |
|  |  | **Replaces PO(s) #:** (if applicable)       |
| **1. PO TYPE AND TOTAL DOLLAR AMOUNT** |
| Type of PO (e.g. CPS):       | Current PO’s Total:  $      | Amount of Requested Change: $      | Requested New PO Total: $      |
| **2. LINE LEVEL CHANGES (only list the lines requesting changes)** |
| PO Line #:       | Current quantity, unit of measure and dollar amount:       | New quantity, unit of measure and dollar amount:      |
| PO Line #:       | Current quantity, unit of measure and dollar amount:       | New quantity, unit of measure and dollar amount:      |
| **3. END DATE CHANGES (only applies to CPS and blanket order POs)** |
| Current End Date:       | New End Date:       |
| **4. CHARTFIELD CHANGES (only list the lines requesting ChartField changes)** |
| PO Line #:       | Current ChartField string(s) and dollar amount:       | New ChartField string(s) and dollar amount:      |
| PO Line #:       | Current ChartField string(s) and dollar amount:       | New ChartField string(s) and dollar amount:      |
| **5. JUSTIFICATION: Describe the reason for change**      |
| **6. STATEMENT OF WORK CHANGES (only applies to CPS POs)**      |
| **6. OTHER: Describe any other changes needed that are not listed above**      |

**Section B: Category Manager Review for POs $50,000+ (to be completed by Purchasing Services)**

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| **Date Received by Purchasing Services** | **Assigned Category Manager** | **Approval Date and Signature** |
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#### Instructions for PO Change Orders Totaling $50,000 or Greater:

1) Department types the required information on this form and submits it to the procurement specialist. In addition, if the PO previously totaled less than $50,000 the Request for Exception to Regents Purchasing Policy form must be attached with this form.

2) Procurement specialist attaches form(s) into the PO’s header comments and clicks the “Approval Justification” box; verifies the intended dispatch method is selected; enters the changes on the PO; and saves the changes; include two comments with the change order; one with the “Approval Justification” & one additional comment to “Send to Supplier”. Before saving, choose your Dispatch Method. 3) The PO Change Order will route for approval. Note: all Dept.ID and Certified approvals must be made in EFS before Purchasing Services can review or take action on the PO Change Order.

4) The Category Manager from Purchasing Services will review the PO Change Order. If the PO Change Order is approved, the PO will be budget checked and dispatched during the next scheduled procurement job. If it is not approved, the Change Order will be sent back to the procurement specialist by Purchasing Services.