
It is the policy of the University to require written Purchase Order Modifications for changes to the Purchase Order required subsequent to placement of the Purchase Order.

1. Modifications are required for the following changes:
 - a.Changes in the item amounts or total amount of the PO.
 - b. Changes in the termination date for a blanket order.
 - c.Changes in the specifications or item descriptions.
 - d.Changes in the quantity to be purchased.
 - e.Deletion of items.
 - f.Cancellation of all or a portion of an order.
 - g.Changes in account numbers.
 - h.Changes in the vendor name.
 - i.Whenever the buyer feels that it is in the best interest of the University.
2. Form Used - A **Purchase Requisition (PR)** form shall be utilized to request a change to an existing order.
3. Approvals Required on the Purchase Requisition form:
 - a.All changes must be approved by the department that requested and approved the original order.
 - b.The following changes must be approved by the Business Office:
 - 1.Changes in termination dates for blanket orders.
 - 2.Changes in account numbers.
 - 3.Any of the above changes, on a PO that has restricted funds (Federal contracts, Grants).
 - 4.An increase in dollar amounts.

All approvals must be obtained prior to issuing the Purchase Order Modification.

4. Procedure for Issuing
 - a.The individual requesting the modification, "requester", shall complete the PR form and obtain all required approvals. The requester shall write in the description section of the PR form the words "**CHANGE REQUISITION TO PURCHASE ORDER # _____**" and shall insert the number of the Purchase Order that requires modification in the blank. The details of the change shall also be stated on the PR form.
 - b.Following approvals, the requester shall forward the purchase requisition form to the Purchasing Department. The buyer shall determine the action that is required to implement the change. A written amendment to the Purchase Order that executes the change shall be issued by the buyer.

PURCHASE REQUISITION NUMBER 10001
 THIS IS NOT A PURCHASE ORDER

P.O. _____

DO NOT WRITE IN BOX BELOW

SUGGESTED VENDOR:

Apple Support Center
90% Carribean Drive
Sunnyvale, CA 94089

SHIP TO:

Mr. Data

DATE _____
ORDER TYPE (R/B/C) _____
START DATE _____ END DATE _____
TERMS (NET 30) _____
F O B (IN/HT/FREIGHT INCLUD.) _____
BID/PROPOSAL/SPO/GSA _____
QUOTE DATE _____
DELIVERY DATE _____
BUYER APPROVAL/NO _____
VENDOR NO _____ COMMODITY NO _____
CONFIRMATION (Y/N) _____ NAME _____

ORG NO _____ DATE 1/5/90
 DEPT NAME Computer Center
 USER CONTACT Mr. Data EXT 3333
 DATE WANTED 1/30/90

BLANKET ORDER
 EFFECTIVE DATES _____ TO _____

ACCOUNT 1 <u>10444/444</u>	%	\$	<u>100</u>	ACCOUNT 2	%	\$
ACCOUNT 3	%	\$		ACCOUNT 4	%	\$

NO	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENSION
1	1	ea	CHANGE REQUISITION FOR PURCHASE ORDER NUMBER 3333 Replace the M6210 Laserwriter II NT printer with the M6211 Laserwriter II XT printer. The newer printer model is \$100 more than the M6210. No delivery has been made for the M6210 printer ordered previously.	\$100	\$100

SAMPLE

AUTHORIZED DEPT SIGNATURE _____ ESTIMATED COST \$100
 SIGNATURE NAME (TYPED) Mr. Money

SPECIAL INSTRUCTIONS _____

APPROVALS _____ DATE _____
 COMPTROLLERS OFFICE _____

COPY DISTRIBUTION WHITE-PURCHASING YELLOW-ACCOUNTING PINK-DEPARTMENT