



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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2/01/92

REVISION  
2

PAGE  
E4-115.0

SUBJECT  
PURCHASE ORDERS

SUB-TOPIC

PURCHASE ORDER CHANGE REQUEST

Purchase order change notices are issued by the Purchasing Department at the requisitioner's request to adjust the value of purchase orders or to otherwise alter or cancel an existing Purchase Order. Validity of the Change Request is left to the discretion of the Purchasing Department.

To initiate a Purchase Order Change Request, the requisitioner should:

1. Prepare a Purchase Order Change Request (see Exhibit E9A) or send a memorandum with all pertinent information included.
2. Secure appropriate approvals (on Change Request or memorandum).

Purchasing will then notify the requisitioner and the supplier of the action taken (see Exhibit E9), noting the changes from the original purchase order.