

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Purchase Order Changes (Change Orders)	<u>Number</u> 513
Related Policy:	Bidding Requirements – 6Hx20-5.003	<u>Page</u> Page 1 of 1

I. Purpose

To identify and establish an appropriate process or processes through which changes to College Purchase Orders may be requested and transacted.

II. Procedure

- A. All changes to College Purchase Orders shall be made through the Purchasing Office, subject to the approval of the Director, Purchasing, or designee.
- B. Any change order involving modification of the quantity of any item or the addition or deletion of order item(s) (except as explained in the following paragraph regarding invoice adjustment forms) shall require completion of the New Form or processing via the online requisition system. Also, increases in price(s) resulting in a net increase to the Purchase Order total exceeding \$100.00 or exceeding ten percent (10%) of the Purchase Order total, whichever is greater, shall require completion of the “Change Request” portions of the Purchase Order Change Request Form. The form shall follow the same signature route when used as a “Change Request” as when used as a “Purchase Requisition.” (See Procedure 512.)
- C. The Director, Purchasing, and his or her delegate(s) shall have the authority to approve such changes, provided that the changes are for charges determined to be the responsibilities of the College. Communications to vendors authorizing changes to College Purchase Orders should be made only through the Purchasing Office or upon notification from the Purchasing Office that such changes have been approved. Authorizations given for order changes, prior to approval in the Purchasing Office, will constitute unauthorized purchases and may subject the person(s) responsible to any resultant financial obligation(s). Such unauthorized purchases may be handled in the same manner as requisitions for unauthorized purchases as explained in Procedure 512, Section II.D., Requisitions for Unauthorized Purchases.

Responsible Official:	Director, Purchasing	
President’s Signature:		Date: 10/13/2021