

Ball State University
Purchasing Department
Change Order PUR 235

General

Purchase Orders are the legal documents used by the University to order goods and services and also serve as the instrument that obligate the University to pay for such goods and services. A Change Order is an amendment to an existing Purchase Order.

The vendor or the University may initiate an amendment or cancellation of a Purchase Order requiring a Change Order. A Change Order is necessary to make any type of change to the original Purchase Order such as: price, quantity, additional items, etc.

Procedures

1. A Change Order may be initiated by a University purchasing agent at the request of the vendor, a department representative, or at the discretion of the Purchasing Department for a modification to a Purchase Order. This change requirement may be due to increases or decreases in goods or services to be performed.
2. Changes requested must be mutually agreeable to both the vendor and the University.
3. Changes to the Purchase Order or Department Purchase Order should be documented; numbered, dated, described in writing on the original Purchase Order and a copy of the Change Order should be printed and distributed to the vendor. If the purchasing agent issues a Change Order the department should also receive a copy of the Change Order. A purchasing agent will document these changes in the FRS Purchasing system using Screens 220, 224, 226.
4. Change orders are occasionally required due to conditions in the Department Purchase order that must be documented to allow for alterations or addendums to the original Department Purchase Order. Departmental representatives will be responsible for documenting these changes to the order utilizing Screens 22D, 22S, and 22T.
5. Approvals and budgetary requirements will be electronically checked.

Responsibility:

Purchasing Department
Finance Office

Other Departments Affected:

BSU departments