

Ball State University
Purchasing Department
Policy: Change Order

General

Purchase Orders (PO) are 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 is 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 should be documented; numbered, dated, and described in writing via email or by commenting on the requisition via SciQuest. A copy of the Change Order will be distributed to the vendor via SciQuest or by fax. A Purchasing Agent will document these changes in SciQuest.
4. Change orders are occasionally required due to changing conditions in the Department's original Purchase Order. Changes must be documented to allow for alterations or addendums to the original PO.

Note: POs that have already been paid do not require a Change Order

Responsibility:

Purchasing Department
Finance Office

Other Departments Affected:

BSU departments

Original Creation Date: 9/16/2020

Last Revised: 9/13/2019