

Purchase Orders and Change Orders

Purchase Orders

Purchase orders are the legal documents used by the University to order goods and services and also serve as the instruments that obligate the University to pay for such goods and services. No employee may obligate the University for material, equipment, supplies or services except through the procedures described in this policy.

Purchase orders are issued to vendors only after a properly completed and approved requisition is submitted to the Purchasing Office and after the procedure described in this policy and procedures are completed where applicable.

Purchase orders are maintained electronically on the University's purchasing system and are available for viewing.

Change Orders

Cancellations or amendments to outstanding purchase orders are made on the change order form (available on the Purchasing Office Web site). Either the vendor or the University may initiate cancellations or amendments to purchase orders. A change order is necessary to make any type of change to original purchase order (quantity, price, additional items, etc.) Accounts Payable will not pay the invoice until the change(s) is made.

- A. Vendor requests to cancel or amend will be considered by the director of purchasing. Such requests confer no right on the part of the vendor to withdraw an offer, and the University may or may not concur. The best interest of the University will be the prime consideration.
- B. University requests to cancel or amend will be considered by the director of purchasing after receipt of a change order form from the original requisitioner or other appropriate administrative officer. Departmental requests to cancel or amend a purchase order must be written and bear the appropriate authorizing signatures. Such requests confer no right on the part of the University to withdraw its contract to purchase; however, vendors generally are willing to cancel or amend orders if shipment is not in process.