

INSTRUCTIONS FOR CHANGE ORDERS

Follow the steps below to request a Change Order to an existing Purchase Order (PO).

1. Submit a Purchase Requisition

The Requestor must complete a Purchase Requisition to initiate a Change Order. The following details must be included:

- a. Existing Purchase Order Number – Clearly reference the PO that requires modification.
- b. Description of the Change – Provide a detailed explanation of the requested modification, including why the change is necessary. This must be documented in the Document Text field of the Purchase Requisition.
- c. Financial Impact – Indicate the increase or decrease in the PO amount, specifying the exact dollar value.
- d. Time Extensions – If the request is for a time extension rather than a financial modification, clearly state the new requested end date in the Document Text field.

2. Provide Supporting Documentation

If the original PO involves an agreement requiring a formal amendment:

- a. Complete a [Contract Amendment Form](#) to document the necessary changes.
- b. Ensure the amendment is fully executed. (signed by all required parties).
- c. Upload the signed Contract Amendment Form with the Purchase Requisition before submission.

3. Processing the Change Order

Once the Purchase Requisition and all required supporting documents are submitted, the following steps occur:

- a. The Purchasing Buyer reviews the request to ensure all necessary information and approvals are included. If additional details or approvals are needed, the Buyer will follow up with the Requestor.
- b. Upon verification, the Buyer processes the Change Order in Banner, updating the PO with the revised amount, time extension, or other approved modifications.
- c. The updated PO is transmitted to the Vendor with copy to the Requestor.

4. Important Notes

- a. Board of Trustees Approval – If the original PO was approved by the Board of Trustees, any change orders to that PO must also receive Board approval before processing.
- b. Bid Threshold Compliance – If the requested change increases the total PO amount above the [Bid threshold](#), Board approval is required before the change can take effect.

For any questions, please contact the Purchasing department at purchasing@fhda.edu or 650-949-6193.