

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Change Orders  
Procedure No.: PP-100

Approved by:  
Date: 6/5/96  
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## I. Purpose

To establish change order procedures.

## II. Scope

This procedure applies to all change orders.

## III. Procedure

Change orders concerning quantity or price on orders whose total value is less than \$500 may be verbal. Verbal change orders must be reflected in the P.O. file by the authorizing buyer. When possible, notes should be posted to the FAMIS file. All change orders affecting orders whose value is greater than \$500 and all changes regarding specifications regardless of value shall be written.

For written change orders, the following procedures should be followed:

1. Write up purchase requisition in the same manner as for the original request except that the words "Change Order" will be written at the top and a complete description of the change written in the body. The same approvals shall be required for each change order as were required for the original order. The original purchase order number shall be cited.
2. A written confirmation shall be sent to the vendor using the formal purchase order form.