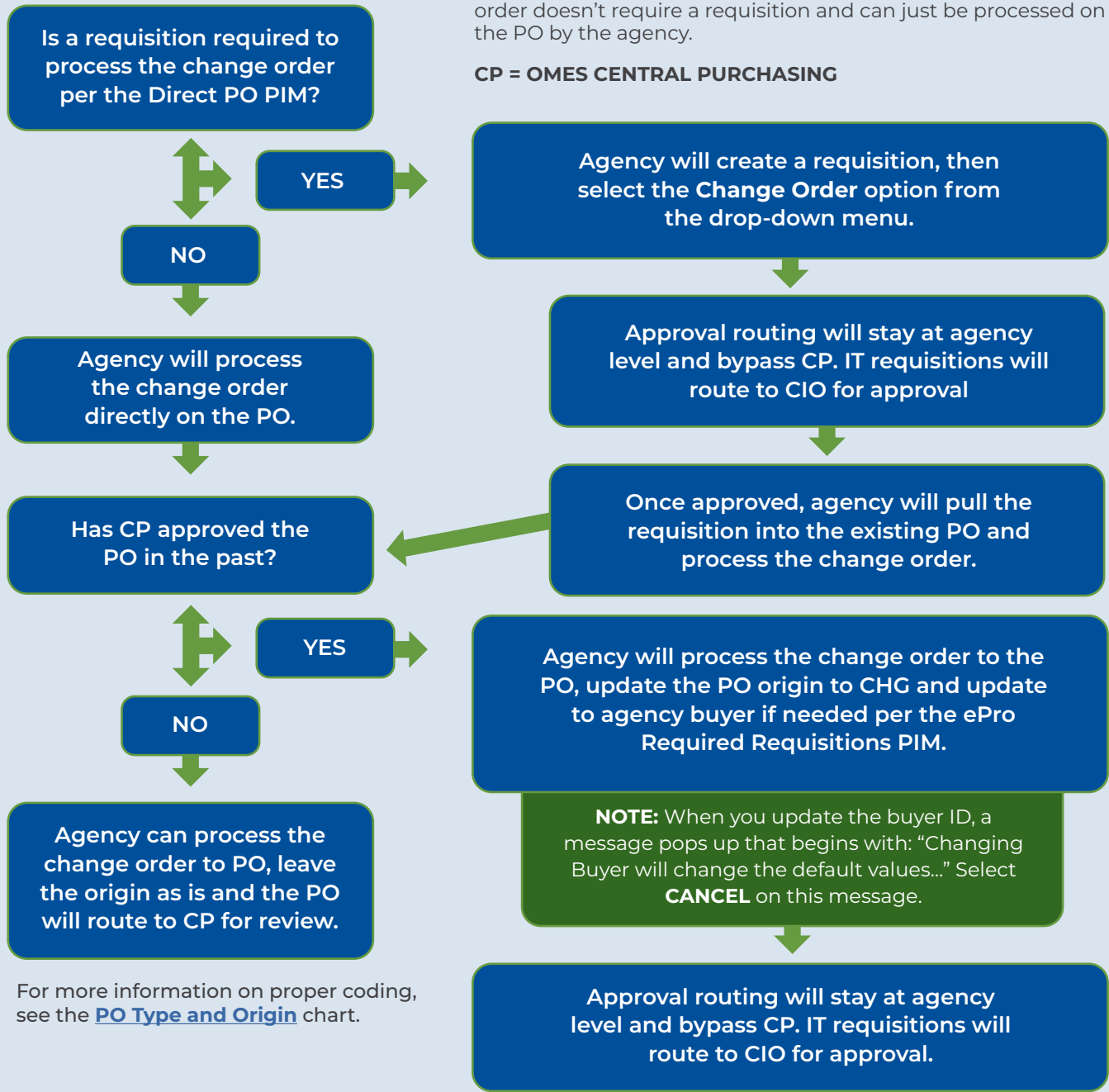




## TIPS ON PROCESSING CHANGE ORDERS



**YES** – If the purchase normally requires a requisition, then a requisition is required to process the change order.

**NO** – If a purchase can be done by direct PO, then a change order doesn't require a requisition and can just be processed on the PO by the agency.

**CP = OMES CENTRAL PURCHASING**

For more information on proper coding, see the [PO Type and Origin](#) chart.

For more information on how to process change orders, see the following Procurement Information Memorandums issued by the state purchasing director.

1. [PeopleSoft ePro Requisition Required Attachments.](#)
2. [Direct Purchase Orders.](#)

### ADDITIONAL TIPS:

1. You cannot change the vendor on a purchase order. You must cancel the existing purchase order and initiate a new purchase order with the updated vendor information. Be sure to note the previous PO if it would normally require a requisition, so it leaves the approval trail.
2. You cannot decrease the quantity of a line below the received or invoiced quantity.