

PROCUREMENT DEPARTMENT

Change Order Form

procurement@floridapoly.edu

*The Change Order Job Aid can be found in Workday/Jobs Aids/Procurement-How to Create a Change Order.

PO Number: PO -

Req Number: PR-

Supplier Name:

Change of Order Reason (Check all applicable reasons)

Increase Quantity/Dollar

Change/Add Smart Tag

Decrease Quantity/Dollar

Close PO

Add Line(s)

Other Changes (Description, delivery dates...)

Remove Line (s)

-----STOP-----

YES NO Is the PO related to a Contract (Agreement)?

YES NO If yes, will this change the amount of the contract and/or the Scope of Work?

*Note: If the answer is YES to the second question, the contract must be amended **before** a change of order can occur. Please complete a Contract in Take form, located on our Poly Pulse page and email to procurement@floridapoly.edu.

Description of Change Request:

Request initiated by:

Requestor

Office Phone#

Department

Date:

Processed by:

Procurement Official

Date: