PO.10 – Manage Change Orders

Procurement

Procurement Requester

Changes needed

Find requisition in requisition work area

Cancel requisition?

Yes

Cancel requisition

No

Edit order, enter a description and make the needed changes

Submit change order

C

A

Receive notification change order has been approved

End

B

Receive notification change order has been rejected

Financial Unit Manager

Manage Requisition Approvals (PO.08)

Approved?

No

End

Yes

Req Cancelled?

Yes

No

Yes

Purchasing Agent

Changes needed

Find purchase order in purchasing work area and initiate change order

Cancel PO?

No

Edit PO information as needed

Submit change order for approval

≥+/-$250?

No

≥$25K in Total?

No

Change order approved

A

Yes

Yes

Receive notification change order has been rejected

Cancel purchase order

Notify requester of cancellation

C

Sourcing Officer Approval Group

Initiated by Purchasing?

Yes

Claim and reject change order

Reject?

Yes

No

Approve?

No

A

No

B

End

Request Information (WF.02)

Yes

≥$100K in total?

No

Claim and approve change order

Yes

Procurement Director Approval Group

Initiated by Purchasing?

Yes

Claim and reject change order

Reject?

Yes

No

Approve?

Yes

Claim and approve change order

No

B

End

Request Information (WF.02)

A