

Changes to Purchase Orders

Policy 509.9

1 Introduction

2 Scope

3 Definitions

4 Policy and Procedure Statements

4.1 Purchase Order Is Binding

4.1.1 When a purchase order is written to a vendor by the Purchasing Office in response to an offer by the vendor and is based on acceptable terms and conditions, it becomes a binding contract and cannot be broken by either party so long as both parties live up to the terms and conditions of the agreement. To break or cancel the contract requires the consent of the other party.

4.2 Written Acceptance

4.2.1 When a purchase order is written to a vendor but is not in accordance with the terms and conditions which were previously offered by the vendor, it does not become a binding contract until the purchase order is acknowledged and accepted by the vendor in writing.

4.3 Changes to Purchase Orders

4.3.1 Changes to purchase orders already accepted by vendors must be requested by the Purchasing Office. Most vendors are willing to make reasonable changes to an order without penalty to the purchaser. Generally, only when a vendor may have expended funds for fabricating special equipment will a charge be made for changing or canceling an order.

4.4 Change Order

4.4.1 Any department desiring to make a change to a purchase order should advise the Purchasing Office in writing. Any changes to a purchase order, such as: terms and conditions, price, account number, cancellations, quantities, or substitutions must be requested through the Purchasing Office. A request for a change must include:

1. The purchase order number, and
2. A detailed description of the change to be made.

4.4.2 If the change request is acceptable to all parties, an official Change Order, will be issued. Copies of the completed change order are distributed to all areas which receive copies of the purchase order.

5 Additional References

6 Authority

7 Contact Information

8 Original Effective Date

9 Revision Dates