Quick Reference Guide: Change Order Request Form

The Change Order Request form should be used to request a change to an existing Purchase Order. Please note that if a requisition is sitting at a workflow approval step then it can be edited if the person in the active approval step returns the document to the Requisitioner. The Requisitioner can then edit and re-submit the requisition.

1. Enter the information for this request. **Bold** fields are required.

2. Indicate the type of change being requested:

3. Workflow: The completed form flows through Departmental Approval and then is routed to Procurement to make the change to the PO. Note: This form cannot be submitted with any other type of form or order due to the unique nature of the workflow.