Change Order

Change Orders increase the amount on the purchase order. Without the change order, AP will hold on making the payment that is larger than the amount of the PO.

**Step One:** Look up and know the previous PR# and P.O.#

**Step Two:** Create a new standard purchasing request. In the description and business purpose, note change order and the PR# from the original. The **new standard purchasing request change order should be for the full amount**. Below is an example of a change order.

**Step Three:** Submit as usual.