Part II Chapter 24
DGS Change Orders

A. **Requirements.** This procedure shall be used by Agencies when a correction or a change is required to a Purchase Order (PO) or statewide requirements contract generated by the Department of General Services (DGS) Bureau of Procurement (BOP).

B. **General.**

1. Change(s) to POs are required when any of the following occur:
   
a. Change of shipping address.
   
b. Change of supplier’s address.
   
c. Change if F.O.B. destination.
   
d. Change in discount.
   
e. Change in delivery date.
   
f. Change in unit of purchase.
   
g. Correction of price.
   
h. Correction in quantities.
   
i. Correction of method of shipment.
   
j. Cancellation of purchase.
   
k. A voluntary price reduction is offered by the supplier.
   
l. The supplier assigns its rights to payment to another party.
   
m. There is a requirement to increase or decrease the quantities resulting from variations between estimated quantities and actual quantities.
   
n. There is a requirement to make changes to the material within the scope of the contract.
   
o. There is a requirement to exercise an option to purchase or early payment option.
   
p. There is a requirement to exercise any renewal or extension of terms options.
   
q. There is a requirement to modify the time of performance or to extend the completion date in accordance with the terms of the contract or PO.
P. O. S. may also be changed as authorized by provisions in the contract.

2. Change orders shall not be used:
   a. To correct an error made by an Agency in the preparation of a purchase requisition.
   b. To change the name of the supplier when the supplier assigns the purchase order or statewide contract (with the approval of the purchasing Agency) to another party.
   c. To make corrections and changes on statewide contracts and purchase orders created by DGS, BOP.

3. **Changes to DGS generated POs.** Agencies shall take the following actions to make a change to a purchase order created by DGS:
   a. Reviews PO generated by the DGS Bureau of Procurement for accuracy and completeness.
   b. Telephones the commodity specialist shown on the PO if an error is discovered and requests a change to correct the error.
   c. Sends a written memorandum promptly to the commodity specialist confirming the telephone conversation.
   d. If a change is required to increase the purchase order and a second invoice is required from a supplier, a partial payment is processed for items properly received and approved based on the original invoice amount. In such an event, the Agency notifies the supplier that the supplier will receive a partial payment and requests a second invoice for the amount of the increase over the original invoice amount.

4. **Changes to DGS Statewide Requirement Contracts.**
   a. Agencies should contact the commodity specialist identified on the statewide contract if a correction or change is required on a Statewide contract.