

## **Part II Chapter 26 Changes to Agency Purchase Orders**

- A. Requirements.** This procedure must be used by agencies when a correction or a change to an agency purchase order (PO) is required. Agencies are not authorized to issue any changes to the Department of General Services' statewide requirements contracts or Purchase Orders.
- B. General.**
1. Agencies are required to document the change(s) in the Internal Note and/or Note to the Supplier areas on the Overview tab of the Purchase Order. Document(s) supporting the changes may be attached to the Purchase Order.
  2. Change(s) to POs are required for any of the following:
    - a. Change of shipping address.
    - b. Change of supplier's address.
    - c. Change in discount.
    - d. Change in delivery date.
    - e. Change in unit of purchase.
    - f. Correction of method of shipment.
    - g. Correction of account code.
    - h. Overshipments which exceed the limitations imposed by [Part II Chapter 28](#) of this Handbook.
    - i. Undershipments which exceed the limitations imposed by [Part II Chapter 28](#) of this Handbook.
    - j. A voluntary price reduction is offered by the contractor.
    - k. When a change in the name of the contractor occurs, but the federal identification number remains the same.
    - l. To make a change to the PO that falls within the scope of the contract or PO.
    - m. To exercise an option to purchase or early payment option.
    - n. To exercise any renewal or extension of terms options.
    - o. To modify the time of performance that does not alter the scope of the contract or PO to extend the completion date beyond the expiration date of the contract or PO or any renewals or extensions.

**C. Agency Procedures.**

1. Agency updates or corrects the PO to reflect the change(s) made.
2. Agency sends a copy of the revised Purchase Order to the contractor, if required.

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**References:**

1. [Part II Chapter 28, Procurement Overshipment and Undershipment](#)