

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.

- r. POs 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.