



3344-65-24 Changes to purchase order.

If a department needs to increase an existing purchase order, the request for change order form shall be completed, approved and sent to purchasing. The department shall then receive a revised purchase order noting the change. Requested increases shall not result in a purchase order exceeding the respective bid thresholds.

Policy Name: Changes to purchase order.
Policy Number: 3344-65-24
Replaces: 3344-65-24
Board Approved: 3/18/2013
Resolution: 2013-12
Effective: 11/12/2013
Prior effective dates: New