



**3344-65-22 Changes to purchase order.**

If a department needs to increase an existing purchase order, the request for change order form shall be completed and routed through MagnusMart to purchasing services. Purchasing services shall provide the department a revised purchase order noting the change. If a competitive bid or selection process under rule 3344-65-16 was not used, all requested increases may not result in a total purchase order value exceeding the bid thresholds.

<b>Policy Name:</b>	Changes to purchase order.
<b>Policy Number:</b>	3344-65-22
<b>Board Approved:</b>	9/30/2016
<b>Effective:</b>	10/10/2016