

PURCHASE ORDER CHANGE REQUEST

Requestor: _____
Department: _____
Purchase Order # _____
PO Vendor: _____

Phone # _____ Date _____
E-mail: _____
Budgetary Approver _____
Approver Sign. _____

PLEASE READ BEFORE COMPLETING THIS FORM

NOTE: A PO is a contract entered into by the state and a vendor that establishes pricing, delivery, and other terms and conditions related to the receipt of goods or services. A contract should never be changed solely to match an invoice.

A. Non-Conforming Purchase Order

Executive approval is required for Non-Conforming Purchase Order Correction requests. A Non-Conforming Purchase Order Change ("POC") is a POC made solely for the purpose of causing the purchase order to match the invoice. If the requested POC results in one of the following circumstances, the POC is non-conforming and requires executive approval:

- (i) An increase in contract pricing without additional equivalent benefits provided by the vendor to UTSA; or
- (ii) A modification to the specific contracted goods/services without documented UTSA approval of the modification prior to receipt of the goods/services.

B. Other Purchase Order Corrections

Purchase Order corrections resulting in increasing or decreasing of unit quantity, addition or modification of line item description, and/or cancellation of an order are **not** considered non-conforming. Purchase Order changes **must** be completed before an invoice is submitted for payment. Exceptions to these processes will be handled on case-by-case.

For questions and/or assistance with this document, please contact assigned Central Purchasing [Procurement Specialist](#).

Please make the following Change(s):

List purchase order changes to be made, end user **must** attach an updated quote or copy of the invoice. If changes are to match an invoice, Dean or AVP signature **is required** see below.

End user **must** provide a justification for purchase order corrections to match an invoice.

Executive Signature for Non-Conforming Purchase Orders:

Name of Dean or AVP _____
Signature of Dean or AVP _____ Date _____

Note: An executive may delegate authority to approve unsupported purchase order changes by providing a written delegation in writing to the Purchasing Office.

Departments should e-mail this completed form and all supporting documentation to: purchasing@utsa.edu or print and campus mail this form and supporting documentation to Purchasing Office.