

P.O Number \_\_\_\_\_ Vendor \_\_\_\_\_

**PLEASE COMPLETE ALL LINES THAT APPLY AND RETURN TO PURCHASING DEPT.**  
(SEE PAGE 2 FOR POLICY AND APPROVAL INSTRUCTIONS)

<b>1. CHANGE IN ACCOUNT NUMBER (\$)</b>				<i>NOTE: CHANGE ORDERS PERTAINING TO GRANT FUNDED PURCHASES REQUIRE REVIEW BY GRANT ACCOUNTING.</i>			
<b>PREVIOUS</b>			<b>% or</b>	<b>NEW</b>			<b>% or</b>
FUND	ORG	ACCOUNT	\$ Amount	FUND	ORG	ACCOUNT	\$ Amount
		ROGRAM				PROGRAM	

<b>2. CHANGE TO LINE/ITEM (\$)</b>				
<b>PREVIOUS ITEM/ LINE</b>				
Item/Line #	Quantity	Unit of Measure	Unit Price	Description
<b>CHANGE OR NEW ITEM/ LINE</b>				
Item/Line #	Quantity	Unit of Measure	Unit Price	Description
<b>PREVIOUS ITEM/ LINE</b>				
Item/Line #	Quantity	Unit of Measure	Unit Price	Description
<b>CHANGE OR NEW ITEM/ LINE</b>				
Item/Line #	Quantity	Unit of Measure	Unit Price	Description

<b>3. CANCEL PO</b>	<b>CLOSE PO</b>
Reason:	
<b>DOES THE VENDOR NEED A COPY OF THIS CHANGE ORDER SENT TO THEM?</b>	<i>Please check one :</i> YES NO

<b>4. OTHER OR COMMENTS</b>		
Please explain in detail any changes made above. Include all specific changes to quantity and dollar amounts:		
<b>REQUESTED BY:</b>		
PRINT NAME	EXTENSION	
SIGNATURE	DATE	
<b>APPROVED BY:</b>		
PRINT NAME	EXTENSION	
SIGNATURE	DATE	
<b>PURCHASING DEPARTMENT</b>	<b>3424 S State Street, TC, 4<sup>th</sup> Floor</b>	<b>TEL. 312/567-3328</b>
		<b>FAX 312/567-6808</b>

## **REQUEST FOR CHANGE ORDER POLICY AND APPROVAL INSTRUCTIONS (page 2)**

### **IIT Change Order Policy:**

- Change orders are communicated to Purchasing via a written change order form which specifies the nature of the change and provides the requisitioning department's approval for the change.
- Change orders require approval at the level appropriate to the revised **total amount** of the purchase order **after** the change order has been applied.
- Changes to purchase orders involving grant funds **also require** approval by **Grant and Contract Accounting**.
- All approval signatures are required on a written change order form before the change order is processed by the Purchasing Department.
- Exceptions to this approval process are change orders that:
  - result in a decreased cost of the order
  - provide additional description without increasing the cost of the order
  - are required to change the accounts charged
  - cancel or complete purchase orders
  - and /or reflect revisions to construction contracts which are subject to contract specific language pertaining to the change order process.

### **Regarding Approval Signatures:**

**The Change Order must be signed by an approver who is authorized at or above the dollar limit resulting after the change order.**

(For the following example, assume that the requisitioner has approval authority up to \$25,000.)

Example: An initial purchase of \$20,000 later needs to be increased by change order to a new total of \$26,000.

Before the change order: The resulting purchase order amounted to \$20,000 and was within the approval limits of the requisitioner so no additional approval was required.

Later, a change order is required to cover additional costs of \$6,000.

A change order is requested to raise the total purchase order, which will now amount to \$26,000

The change order **MUST** be signed by an approver who has the authority to approve requisitions at the \$26,000 level or higher.

**If the change is related to a grant funded purchase order, it must also be reviewed and approved by Grant and Contract Accounting.**

**NOTE: The Banner System allows invoicing to be processed without a change order if the invoiced amounts do not exceed 20% of the purchase order amount or \$500, whichever is less. No Request for Change Order is required if invoice pricing falls within these tolerances.**