JULY 2019 – CHANGES FOR EXISTING POs

OP departments frequently contact Local Procurement requesting that a purchase order change be processed. Most often these requests relate to adding funds and/or extending the agreement term to the existing purchase order.

A valid agreement or amendment must be in place for the request to be processed.

- Is the agreement still within the end date of the agreement? If it is not, you will need to request Local Procurement amend or extend the agreement to support the change. The purchase order change can then be completed.

- Will this request cause the purchase order to exceed the amount shown on the agreement? If it does and it exceeds the amount by more than 10%, a revised Approval for Contractors and Consultant (AC&C) form will need to be completed.

Please make any change order requests through ServiceNow by going to this link: ServiceNow. This way we can keep track of your request, and create the change in a timely manner.

Pre-approval process for hiring consultants & contractors
Request for Approval of Contractors and Consultants form (AC&C)

Questions? Please contact the Local Procurement mailbox: BRC-UCOPCONTRACTOR-SA UCOPCONTRACTOR@ucop.edu.