Purchase Order Change Requests: Best Practices

Frequently departments will request a PO change order to add additional funds or period of performance for future work. If there is not an agreement or amendment in place to support the PO change order, one must be executed prior to the execution of the change order.

To avoid delays in the processing of your request:

- Confirm the agreement or current amendment is valid.
- If a valid agreement is in place, submit a PO Change Order request to Local Procurement through ServiceNow. Local Procurement will execute the change order.
- If a valid agreement is not in place, consult with Local Procurement to determine if an amendment is available as part of the agreement or if a new agreement needs to be written.
- If an agreement or amendment needs to be updated, submit the request to Local Procurement. After execution of agreement, the PO Change will be created by Local Procurement.

Remember...

- Your change request should include the full amount needed for the entire scope of work or fiscal year.
- Submit your change request as soon as you know an amendment is needed.
- For general questions about purchase orders, please contact the BRC Local Procurement team at UCOPContractor@ucop.edu.
- For questions about a specific purchase order, please comment within the ongoing RITM.

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