

## Changes to Purchase Orders

Section 5:1 Revised 01/01/2001

When a Purchase Order is written in response to an offer by the vendor and is based on acceptable terms and conditions, it becomes a binding contract and cannot be broken by either party so long as both parties honor the terms and conditions of the agreement. To break or cancel the contract requires the consent of the other party.

When a Purchase Order is written to a vendor which is not based on a specific quote by the vendor, it does not become a binding contract unless the Purchase Order is acknowledged and accepted by the vendor in writing or shipment is made and accepted.

Changes to Purchase Orders must be approved by the Purchasing Department. Most vendors are willing to make reasonable changes to an order without penalty to the purchaser. Generally, only when a vendor has expended funds for fabricating special equipment or made shipment will a charge be made for changing or canceling an order.

Any department desiring to make a change to a Purchase Order should advise the Purchasing Department in writing or by phone. A request for a change must include:

1. The Purchase Order Number
2. Vendor Name
3. A detailed description of change to be made

If the change request is acceptable to all parties, a Change Order will be issued. Copies of the completed Change Order are distributed to all offices which received original purchase order copies.