

REQUEST FOR CHANGE ORDER

P.O Number _____ Vendor _____

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

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

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

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

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

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.