

PROCUREMENT SERVICES POLICY 20 CHANGES TO PURCHASE ORDER

The University of North Carolina at Greensboro

Approved by Paul Forte, Interim AVC for Finance, August 4, 2021

Revised August 4, 2021

1. Purpose

This document describes the circumstances under which changes may be made to existing purchase orders.

2. Scope

This policy applies to all University departments, units and divisions.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Change Order: A written request submitted electronically to the Procurement Services office requesting modification or change to an existing Purchase Order.

4. Policy

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 a purchase order must be approved by Procurement Services. Changes to a purchase order would preferably happen prior to having received an invoice from the vendor. 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 shipments will a charge be made for changing or canceling an order.

5. Compliance and Enforcement

The Director of Procurement Services is responsible for ensuring compliance with this policy.

6. Additional Information

6.1 Supporting Documents

[SpartanMart Change Order/Cancel Close Requests](#) (Forms)
[North Carolina Procurement Manual](#)

6.2 Approval Authority

This policy should be approved by the Interim Associate Vice Chancellor for Finance.

6.3 Contacts for Additional Information and Reporting

- Responsible Executive: Michael Logan, Director of Procurement Services, (336)334-4104, mflogan@uncg.edu
- Responsible Administrator: Richard Fleming, Assistant Director of Procurement Services, (336)334-3078 rrfleming@uncg.edu