

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 205
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		ORIGINAL: January 2003 LAST REVISED: May 2022 REVISION DATE: October 2023
TITLE: Purchase Orders Change Notices		

I. Purpose

The purpose of this guideline is to define a procedure for change notices to a purchase order.

II. Procedure

Occasionally, when a purchase order is received by the vendor, discrepancies may be discovered in unit price, description, catalog numbers or availability.

Any changes to a purchase order must be documented via comments in FredMart with the appropriate paperwork attached.

Any additions to the purchase order that will increase the price must be approved by the account owner and possibly the division VP depending on the amount.