

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 205
		PAGE NO: 1 of 1
		ORIGINAL: January 2003
		LAST REVISED: December 2014
TITLE: Purchase Orders Change Notices		REVISION DATE: January 2016

I. Purpose

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

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 by memo and sent to the Purchasing Department via email to purchasing.office@fredonia.edu.

Any increase above \$100.00 to the encumbered amount requires an updated quote, signature(s) of authorized individual(s) along with justification of change.