

**Change orders are entered in the following situations:**

- Changes (increase or decrease) to capital funded purchase orders-for accurate recordkeeping
- Changes (increase or decrease) to grant funded purchase orders-for accurate recordkeeping
- If the invoice exceeds 20%, up to \$500, of the initially approved expense amount; in addition, an e-mailed/written okay is needed from the department if the invoice is over \$200 of the originally approved expense amount; additional approval is needed if the amount does not stay within the original approval tier/level
- Blanket purchase orders when the amount must be increased (i.e. PO is out of money)
- Vendor requests a change order
- If deemed necessary by purchasing for documentation purposes