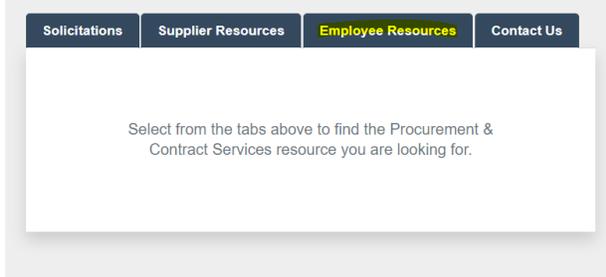


Requesting a Change Order

1. Navigate to <https://www.yc.edu/v6/procurement/>
2. Scroll down and select the Employee Resources tab.



3. Select the Change Order Approval Form link.



4. This will bring you to the Dynamic Form to request a change order. You will be required to login to CAS, and your name will auto-populate into the form.



Procurement and Contract Services

Change Order Approval Form

Requestor Name: Requestor Department:

PO Number: Supplier:

I have confirmed that this PO is still open: (Using the FPIPURR command in Banner, enter PO number, check to see if PO displays a closed date)

Current PO Total: Requested Increase/ Decrease:

New Requested PO Total: FOAP(s) to be Increased/ Decreased:

*We are requesting that the PO be increased to add licenses for 2 additional users.

Reason for Change:

Attach any supporting documentation here, if applicable:

No file chosen No file chosen No file chosen

Files over 25 MB will not be accepted Files over 25 MB will not be accepted Files over 25 MB will not be accepted

*

Requestor Signature: _____ Date

Required Approver 1

Required Approver 2

Required Approver 3

Required Approver 4

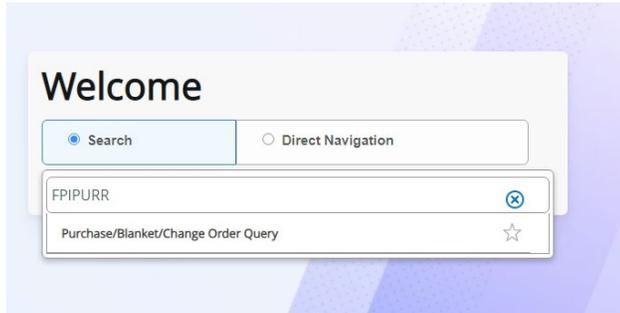
Required Approver 5

Procurement Notes:

Procurement Initials: _____ Date

Please review the above change order request and sign to indicate your approval and to forward this change order request to the subsequent approver.
 To disapprove this change order request and send back to the Requestor, please click *Return for Revision* at the bottom of this page, and include the details of why the document is being returned.

5. You will only complete the top portion of the form included within the bracket in the image above, including the following information:
- **Requestor Department:** Name of your department at the college
 - **PO Number:** Number assigned to the Purchase Order that you wish to submit a change order for (P000XXXX)
 - **Supplier:** Name of the supplier that the Purchase Order was issued to
 - **Confirming That the PO is Still Open:** it is very important that you confirm the PO you wish to submit a change order request for is still open (meaning, not closed out by Accounts Payable staff in Banner) as a change order cannot be completed for a closed PO. To check this, you can:
 - o Login to Banner as normal (for instructions, see the Requisition Manual)
 - o From the home screen, enter the FPIPURR command



- o On the next screen, enter the Purchase Order number and then click Go

- o On the next screen, take a look at the column on the lower left-hand side of the page. There is a field that says "Closed Date". If this field is blank, that means that the Purchase Order you wish to submit a change order for is still open and you may submit your change order request. **If this field shows a date, as in the example below, the Purchase Order has been closed out and a change order request cannot be submitted.** If you encounter this situation, please email procurement@yc.edu for assistance.

- **Current PO Total:** The total cost listed on the Purchase Order you are submitting the change order request for

- **Requested Increase/ Decrease:** The total amount you are requesting the Purchase Order be increased or decreased by. Please note that, if you are requesting a decrease, you must type a (-) symbol prior to the dollar amount like this: -\$1,000.00
- **New Requested PO Total:** This field will autofill based on the sum of your answers to the Current PO Total and Requested Increase/ Decrease fields.
- **FOAP(s) to be Increased/ Decreased:** If you are requesting an increase or a decrease to a single FOAP, type the FOAP in this field. If you are increasing or decreasing multiple FOAPs, clearly describe the amounts to be applied to all FOAPs involved. If you need more space, you can also type this information in the next field.
- **Reason for Change:** Describe the circumstances necessitating the change order and any other details that might be relevant to the approvers or Procurement staff.
- **Attach Supporting Documentation:** If you have a revised quote or other backup documentation relating to the change order, attach it here. If you are requesting a change to a standing order, no backup documentation need be attached.

6. Click on the Requestor Signature field to sign. A pop up will appear where you must type your first and last names into the corresponding boxes, as seen below. Once done, click on the Sign Electronically button.

Sign electronically [X]

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Kelsey

Ream

Sign Electronically If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

7. Once you have signed and all fields have been completed, click on the green Submit Form button at the bottom of the page. This will submit the form into the approvals process and notify Procurement staff that you have initiated a new request.