Purpose:

This procedure identifies the steps involved for initiating a change to a Purchase Order (PO).

Definitions:

- **Change Order**: Making specific changes (quantity, unit price, description of an item) to a PO.
- **PantherNet**: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.
- **Purchase Order (PO)**: Document which describes an offer to buy goods and services which, when accepted by a vendor, becomes a binding contract.

Responsibility:

- **College Department Representative**: Responsible for notifying the Purchasing Office’s Buyer via email with request to change a PO.
- **Budget Manager**: Responsible for verifying budget availability.
- **Purchasing**: Responsible for making the change in PantherNet and providing the vendor with the Change Order.

Procedure Details:

1. Department Representative emails Buyer and Budget Manager of required change to PO.
2. Buyer makes required change to PO.
3. Buyer notifies vendor of changes to PO.
4. Buyer notifies Department Representative that PO has been changed.
References:

Florida Statutes:

Chapter 287

http://www.flsenate.gov/Laws/Statutes/2012/Chapter287

Chapter 1010.04

http://www.flsenate.gov/Laws/Statutes/2014/1010.04

SBE Rules: 6A-14.0734

https://www.flsenate.gov/Laws/Statutes/2014/1010.04