

Procurement and Sourcing Services

Effective Date: July 31, 2002

Last Update/Revision: January 29, 2012

Initiating Department: Procurement and Sourcing Services

Responsible Department: Procurement and Sourcing Services

Authorizing Person: VP for Finance and Treasurer

Policy Number: P1505

Policy Name: Changes to Purchase Order and Return to Vendor (RTV)

Purpose: To establish guidelines for ensuring the official purchase order and the associated budget chartfield encumbrance is

kept current and accurate.

Policy: Changes that occur to the Purchase Order after the Purchase Order has been dispatched to the vendor must be

communicated in writing to Procurement and Sourcing Services (PSS) by the Requestor as soon as the change occurs. Doing so provides an accurate record of the transaction, enables proper matching in the PeopleSoft system, and ensures timely payment upon receipt of the vendor invoice. Payment to the vendor cannot be made until appropriate

purchase order adjustments are communicated.

This Policy Applies to: All Requestors and Approvers of Purchase Orders

Procedure: Requestor notifies the PSS in writing of any changes to the PO including the purchase order number,

item number, description, quantity, and unit price. Changes that include a new item or change in pricing

should be accompanied by a quote from the vendor. Changes may also involve the return of

merchandise to the vendor (RTV). These returns must follow guidelines as determined by the vendor and in most instances require a return authorization number. Departments are responsible for all returns to vendor and dependent on the reason for the return may be responsible for any re-stocking

tee.

Exceptions: Change orders for Capital Projects; see policy P1015 Changes to Capital Projects Contracts for further

information.

Forms: None