



## Procurement and Sourcing Services

<b>Effective Date:</b>	July 31, 2002
<b>Last Update/Revision:</b>	October 31, 2014
<b>Initiating Department:</b>	Procurement and Sourcing Services
<b>Responsible Department:</b>	Procurement and Sourcing Services
<b>Authorizing Person:</b>	VP for Finance and Treasurer
<b>Policy Number:</b>	P1505
<b>Policy Name:</b>	Changes to Purchase Order and Return to Vendor (RTV)
<b>Purpose:</b>	To establish guidelines for ensuring the official Purchase Order and the associated budget chartfield encumbrance is kept current and accurate.
<b>Policy:</b>	Changes that occur to the Purchase Order after the Purchase Order has been dispatched to the vendor must be immediately communicated in writing or via email to Procurement and Sourcing Services (PSS), and Accounts Payable (AP) by the Requestor. In the case of a return of all or part of an order to a merchant; the requestor must document the return with the merchant and communicate this to PSS and AP. Doing so provides an accurate record of the transaction, enables proper matching in the PeopleSoft system, and ensures timely payment. Departments are responsible for all returns to vendor and dependent on the reason for the return may be responsible for any re-stocking fee. Payment to the vendor cannot be made until appropriate purchase order adjustments are communicated.
<b>This Policy Applies to:</b>	All Requestors and Approvers of Purchase Orders
<b>Procedure:</b>	Requestor notifies the PSS and AP in writing or via email of any changes to the Purchase Order including the addition or deletion of items. Notification should include the purchase order number, item number, description, quantity, unit price and extended price. If merchandise is being returned, the Return to Merchant Authorization (RMA or RA) number, the reason, the item ID or SKU must also be provided at a minimum. If using E-Procurement, the requestor must access the Manage Requisitions feature, and open the RTV feature: input all of the required information and generate a RTV number in the PeopleSoft system.
<b>Exceptions:</b>	Change orders for Capital Projects; see policy P1015 Changes to Capital Projects Contracts for further information.
<b>Forms:</b>	None