

## Change Order Process Guidelines

\*Note: Change Orders cannot exceed 25% (or \$50k if applicable) per the Governing Rules. This avoids any appearances of impropriety

Change Order Type	Description	Significant Change? <sup>C</sup>	Affects Banner?	Additional Information	Manual Banner Entry?	Requires Full
-------------------	-------------	----------------------------------	-----------------	------------------------	----------------------	---------------



## Change Order Process Guidelines

\*Note: Change Orders cannot exceed 25% (or \$50k if applicable) per the Governing Rules. This avoids any appearances of impropriety

Change Order Type	Description	Significant Change? <sup>C</sup>	Affects Banner?	Additional Information	Manual Banner Entry?	Requires Full Approval?
Decreasing Line Value(s)	Includes decreasing the 'Price' <sup>A,B</sup> and/or 'Quantity' of line(s)	Yes	Yes	<p><b>Process change order in eVA.<sup>D</sup></b>                      Set <u>Type</u> to 'Change Existing Item(s) (quantity/price)'                      Decrease Price/Quantity of line(s).                      Bypass Integra on <b>only</b> if available funds will not cover value of <b>Original + Amendment.</b> <small>*See Last Page*</small>                      If Bypassed, make notation in comments and notify Procurement.                      Submit for approval.</p>	Yes	Full Approval is not Required
Increasing Line Value(s)	Includes increasing the 'Price' <sup>A,B</sup> and/or 'Quantity' of line(s)	Yes	Yes	<p><b>Process change order in eVA.<sup>D</sup></b>                      Set <u>Type</u> to 'Change Existing Item(s) (quantity/price)'                      Increase Price/Quantity of line(s).                      Bypass Integra on <b>only</b> if available funds will not cover value of <b>Original + Amendment.</b> <small>*See Last Page*</small>                      If Bypassed, make notation in comments and notify Procurement.                      Submit for approval.</p>	Yes	Full Approval Required
Adjusting Line Allocations	Includes adjustments to 'Fund/Org', 'Account', 'Fiscal Year' & 'Splits' (Adding & Removing) allocations of line(s)	No	Yes	<p><b>Process change order in eVA.<sup>D</sup></b>                      Set <u>Type</u> to 'Change Allocation'                      Adjust necessary allocations(s).                      Bypass Integra on <b>only</b> if available funds will not cover value of <b>Original + Amendment.</b> <small>*See Last Page*</small>                      If Bypassed, make notation in comments and notify Procurement.                      Submit for approval.</p>	Yes	Full Approval Required

A=This field cannot be changed on Punchout Amendments  
 B=Any receiving done on this line must be backed out before this action can be completed

C=Significant Changes are sent to Supplier and Fire Approvals  
 D=This Amendment will fail integration if the PO has had any payment activity in Banner

E=Changes to this field will reset allocations  
 F=Lines are never removed. Zero out dollar amount and leave quantity unchanged on line and add additional line if applicable to reflect change.

## Change Order Process Guidelines

\*Note: Change Orders cannot exceed 25% (or \$50k if applicable) per the Governing Rules. This avoids any appearances of impropriety

Change Order Type	Description	Significant Change? <sup>C</sup>	Affects Banner?	Additional Information	Manual Banner Entry?	Requires Full Approval?
Adjusting Order Internal Attachment(s)	Includes adding, deleting or editing 'Internal Attachments' (Name, Description & File)	No	No	<p><b>Process change order in eVA.</b>                      Set <u>Type</u> to 'Generic Change'.                      Attach or remove attachment(s).                      Bypass Integration.                      Submit for Approval.</p>	No	Full Approval is not Required
Adjusting Order Internal Comment(s)	Includes adding, deleting or editing 'Attachments'					