

**Purpose:**

- 1 To establish guidelines to increase or decrease purchase order amounts after a purchase order has been issued.

**Policy Statement(s):**

- 2 To establish a clear policy for making changes to purchase orders amounts over \$500.00 and under \$500.00, after a purchase order has been issued.

**Scope/Application:**

- 1 Purchase Order Changes Over \$500.00
  - (1) A purchase order amount change must be initiated by the department that originated the purchase order when the change will increase the purchase order amount by more than \$500.00. The change must be initiated by e-mail or memo to Purchasing.
- 2 Purchase Order Changes Under \$500.00
  - (1) The Accounts Payable Coordinator has the authority to approve amendments that are less than \$500.00 without doing a Purchase Order change. Purchasing staff are the only ones with authority to make Purchase Order changes in excess of that amount.

**Inquiries/Contact Person:**

- 1 Contact Treasury Services, Accounts Payable Department

**Approval History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
October 8, 1991		
Revised: June 6, 1997		
Revised: December, 1999		
Revised: January, 2001	"Norbert Van Wyk"	City Manager

**Administrative Revision:**

<b>Date:</b>	<b>Description:</b>
August 24, 2017	Updated to the current format.