



3344-65-22 Changes to purchase order.

If a department needs to increase an existing purchase order, the request for change order form shall be completed and routed through MagnusMart to purchasing services. Purchasing services shall provide the department a revised purchase order noting the change. If a competitive bid or selection process under rule 3344-65-16 was not used, all requested increases may not result in a total purchase order value exceeding the bid thresholds.

Policy Name:	Changes to purchase order.
Policy Number:	3344-65-22
Board Approved:	9/30/2016
Effective:	10/10/2016