

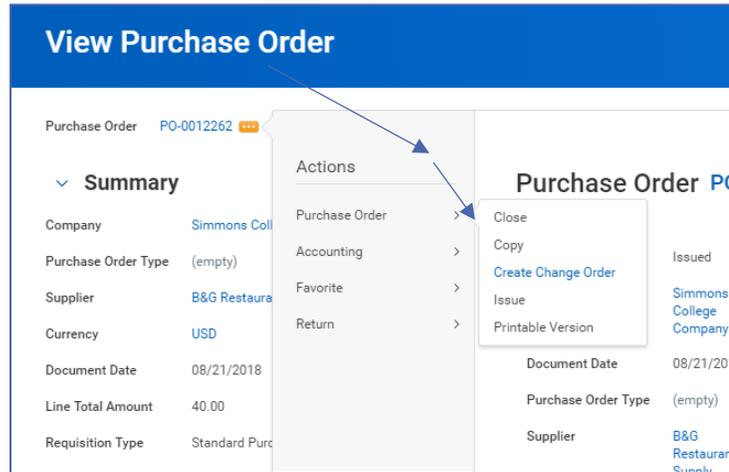
# CREATING A CHANGE ORDER

*Throughout the fiscal year, services allocated against a purchase order may increase or decrease. You can adjust an approved purchase order by submitting a change order against the purchase order.*

Purchasing Department  
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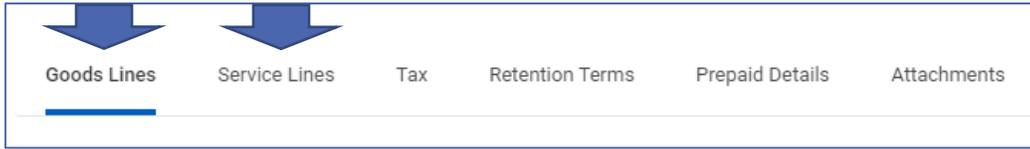
# Creating a Change Order

1. From the View Purchase Order screen, select the brick near the PO number, then select Purchase Order, then Create Change Order.

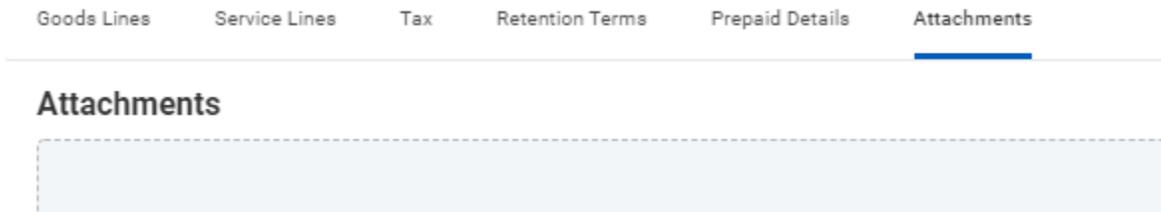


2. At the top of the next screen, in the Change Order Reason field, fill in a brief description of the reason for the change order. Ex:
  - "Decreasing blanket order by \$15,000"
  - "Invoice \$1,000 more than requested. Add'l services were needed"
  - "Delete order line for Widgets 2.0. Items not needed"

3. Scroll down to edit the lines of the purchase order by first selecting the type of line you are needing to edit. For goods, select Goods Lines; for services, select Service Lines.



4. On the related line, enter changes to total quantity, total amount, or unit cost. The amounts entered should reflect the NEW amount/quantity/unit cost, not the difference between the original and adjusted. (See page 3 for more detail)
5. If applicable, select Attachments to add any new documentation related to the change order for your approvers to review:



6. Click  .

Once submitted, your change order will go through an approval process. The requestor will receive notification from Workday when approvals are complete and Purchasing will issue the change order.

