



**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.

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