1. **Purpose**

The purpose of this rule is to provide guidance for making changes to purchase orders.

2. **Scope**

This rule applies to all faculty and staff procuring goods and services.

3. **Authorization to Change Purchase Orders**

3.1 Changes to purchase orders can only be made by the NCCU Purchasing Department.

3.1.1 Departments must submit any changes (price, fund, cancellation, quantity, substitution, etc.) needed to your Purchasing Agent. The existing purchase order number will be required.

4. **Purchase Orders already accepted by Vendor**

4.1 Charges may be accessed by the vendor if the vendor has shipped the order. This is generally called a restocking fee and can be 20% or more of the total cost.

4.2 If the purchase is a special order requiring unique fabrication of an item and the item has not been shipped, the vendor may assess a penalty charge.

5. **Change Order Request Form**

5.1 A change order request form must be completed by the department with appropriate signatures.