



- I. Purpose To provide guidance in dealing with problem change orders which can not be processed as submitted.
- II. Scope This procedural guidance as supported by the Policy and Procedure PP-050 **Change Orders**, applies to all problem change orders which can't be processed as submitted, provides for reasonable corrective action time, and/or return to the user department.

III. Responsibility

The user department is responsible to send change orders which are complete and with appropriate funds to support the procurement change.

1. Funding

Departments will determine that they have appropriate funds to support the change order request.

Change orders not having sufficient funds, if not remedied within a two (2) to three (3) working day period after notification by the Purchasing Agent will be returned to the user department.

2. Incomplete Change Orders

The departments are responsible to assure that they submit complete change orders with all applicable attachments.

Change order problems, if not remedied within two (2) or three (3) working days after notification by the Purchasing Agent will be returned to the requesting department.

The Purchasing Agent documents all such problem change orders, communications to the departments for remedial opportunities, and/or subsequent return of such documents to the user department.

All such returned problem change orders go back to the user department via Return Unprocessable Documentation as Submitted Form Letter #OF0065 and be logged on Return Unprocessable Documentation Log Form #OF0066 maintained at the Receptionist's desk.