

Procurement & Contracts

Procedure: Amendment to Purchase Orders

Established: September 10, 2013

Guidelines for Purchase order revisions:

Purchase order revisions serve as formal notification to the supplier and to the uWaterloo end user, receiving and accounts payable departments of changes to previously issued purchase orders and are intended to clarify and update the order specifications, thereby minimizing potential liability to University departments and personnel relating to the order.

Conditions which would call for a purchase order amendment or revision:

- If the good is a Fixed Asset, ie. greater than or equal to \$5000.00
- Increase or decrease in quantity
- Increase in total dollar amount, 10% or \$3000.00 or if the increase causes the value of the original purchase order to exceed \$3000.00
- Changes to purchase order's AFF, prior to the matching of an invoice
- Changes to purchase order which result in a purchase which exceeds the limits of a purchasing agent's authority
- Changes which would significantly alter the original specifications of the item(s) to be purchased or would significantly modify the terms of the purchase
- Partial or total cancellation of order.
- Change to Payment terms, prior to the matching of an invoice
- Change to Freight terms, prior to the matching of an invoice

Purchase order amendments/revisions should not be used to change the supplier; in this case PO cancellation and re-issuance would be the accepted course of action. In addition, an amendment should not be used to extend the duration of the contract beyond what was originally contemplated.

P&CS

September 2013