



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6330.15 Blanket Purchase Orders – Change Orders

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

This procedure prescribes how Blanket Purchase Order (BPO) Change Orders are to be processed among originating offices, Purchasing and Contract Services, and vendors. The instructions set forth herein are applicable to all District personnel who handle any part of the BPO or BPO Change Order process.

FUNCTION

BPO Change Orders are utilized by Purchasing and Contract Services to inform all concerned parties of information affecting the BPO.

1. Changes, which might require the processing of a BPO Change Order, are:
 - a. Change(s) of price or quantity change(s).
 - b. Change(s) of budget number.
 - c. Change(s) in the dollar amount of a Blanket Purchase Order (BPO).
 - d. Change(s) of payment terms.
 - e. Clarification/corrections of description(s) or delivery information.
2. If the vendor presents a request to change the order, Purchasing and Contract Services initiates the change.
3. If the ordering site/office requests a change to the BPO, the site/office is required to submit the appropriate form approved by the authorized person(s) for both the request and the budget number.

IMPLEMENTATION

1. Duties to be performed by Purchasing and Contract Services:
 - a. The Acquisition Accounting Technician shall process Change Orders as follows:
 - Review the Change Order Request Form.

- Verify all approvals have been obtained (from Budget and/or Grants and Contracts) for amount and/or budget number change.
- Input changes, as appropriate, in the computerized purchasing system.
- Print Change Order, if needed.
- Send notification, if appropriate, to the vendor. Retain form and revised BPO with department records.

References: BP 6330
Purchasing Training Manual
Change Order Request Form

Supersedes: 8540.2.4, 4/10/86, 7/1/01

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.