

Change Order Grid

Change Order Type	CO Not Required	CO Required	Purchasing Review Required	Result
Invoice Amount (or cumulative total of invoices against PO) greater than PO Value but within Tolerance.	✓			Invoice paid and encumbrance is liquidated.
Invoice Amount (or cumulative total of invoices against PO) greater than PO Value and greater than Tolerance		✓	✓	Change Order required to increase PO Value.
Invoice Amount (or cumulative total of invoices against PO) less than PO Value but within Tolerance and Final Payment has been selected.	✓			Invoice paid and encumbrance is liquidated.
Invoice Amount (or cumulative total of invoices against PO) less than PO Value and less than Tolerance; PO value decreased.		✓	✓	Change Order required to decrease PO Value.
Line Item Modification/Addition		✓	✓	Change Order required to modify description, quantity and cost.
Account Modification/Addition		✓		Change Order required to re-distribute encumbrance.
Ship-To Address Modification		✓	✓	Change Order required in order to notify vendor.
Vendor Address Modification		✓	✓	Change Order required in order to notify vendor.
Bill-To Address Modification		✓	✓	Change Order required in order to notify vendor.
Time Period Change		✓	✓	Change Order required in order to notify vendor.
Contact Information Modification		✓	✓	Change Order required in order to notify vendor.