

WORKDAY CHANGE ORDER REQUEST FORM

PO Number: PO- _____

Supplier Name: _____

Buyer -

Carolyn Bethmann, Boca Raton, cbethmann@fau.edu

Leroy Clemenzi, HBOI, lclemenzi@fau.edu

Sean Cunningham, Boca Raton, scunning@fau.edu

Hirut Darge, Boca Raton, hdarge@fau.edu

Jerry Feierstone, Boca Raton, jfeierst@fau.edu

Randolph Gross, HBOI, rgross9@fau.edu

Shanna Longa, Broward, slonga@fau.edu

Negretta Terry, Boca Raton, ngrannel@fau.edu

Change Order Reason - (Check all that apply)

Increase Quantity/Dollar to

Decrease Quantity/Dollar to

Add Line (Non Blanket Orders Only)

Remove Line (Non Blanket Orders Only)

Change/Add SmartTag (Non Blanket Orders Only)

Close PO

Other Changes (Description, Delivery Dates, Performance Period, etc.)

Note: Approvers in Workday must not Deny or Cancel Change Order Requests. Denial or Cancellation will cause the Purchase Order to be CLOSED and the obligation liquidated!

If an Approver does not want the CO to go through they must SEND BACK to the Buyers. The buyer will remove the changes and resubmit for approval as a Null Change Order. (No Changes)

Description of Change Request:

Requestor's Name: _____

Campus Phone: _____

Department: _____

Date: _____

(*Depending on your Adobe Acrobat settings some form buttons may not work. In such instances, please save the document and manually attach to an email.)

Please E-mail Change Order Request to the Buyer on the original purchase order.