*TO CLOSE PURCHASE ORDERS: PLEASE DO NOT SUBMIT A CHANGE ORDER IN WORKDAY
Please email PURCHASING@FAU.EDU and indicate the PO# you wish to close.

CREATE CHANGE ORDER – Purchase Order

- Enter Purchase order number, hit OK -

- In comments box enter reason for Change Order request (example)

- Update amount on pay line to indicate new correct total –

For example, original PO amt $715,26.40
- New amount is the total of current pay line plus the new amount to be added or subtracted -

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<tr>
<th>Service Lines</th>
<th>Line</th>
<th>Years and Category</th>
<th>Tax</th>
<th>Tax Recomputability</th>
<th>Tax Option</th>
<th>Amount</th>
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- Enter any additional comments or instructions as required -

- Hit Submit –

- Transaction routed per departmental cost center hierarchy approval process. Transaction forwarded to the cost center manager for approval –

You have submitted

Up Next: Mrs. Terrie Teresa Lora (Z80002850) | Approval by Cost Center Manager (All) | Due Date 03/01/2023

View Details

Click on View Details to see the change order In Progress

Once approved by the cost center manager the transaction routes to the Financial Approver -
• Departmental approvals complete the transaction will route to the Buyer in Procurement —

• The Buyer will review and if approved the transaction routes to the Assoc. Director or Director of Procurement as per the approval hierarchy.

If required, the updated purchase order is issued to the Supplier.

End users may see purchase orders and purchases order changes by reviewing the list of transactions in the My Requisitions tab located in related Actions on your profile or..
from the **Purchases** application in the View column, select Requisitions.
If you choose Save for Later, the purchase order change will not route for approval. It will remain in Draft.

You will need to go back into the Purchase Order and go to the Version History tab -

under Pending changes, you can click on the related actions bar (twinkie) to the right of magnifying glass and choose Purchase Order change – Edit.
Once your Edit is complete you may Submit. Once departmental approvals are complete the transaction will route to Procurement for approval.