

WORKDAY - CHANGE ORDER Request Form

Per BCN Purchasing Guidelines: *Departments should initiate requests for Workday Change Orders using e-mail submittal of a Workday Change Order request form. The email request for a Change Order shall be routed through the proper Cost Center approvals before submitting to Purchasing. Purchasing will input the change order in Workday or notify the requisitioner of any problems.*

Complete ALL the following information:

Purchase Order No.: **PO** - _____ - _____.

This is a Blanket Purchase Order (BPO)

Supplier Name: _____ Supplier Number if Known: _____

Cost Center: _____ Worktag: _____ Spend Category: _____

Initiated By: _____ Phone: _____ E-Mail: _____

Manager's Name: _____ Phone: _____ E-Mail: _____

Reason for Change (Check all that apply):

- Increase Quantity/Dollars
- Decrease Quantity/Dollars
- 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.)

Description of Change Request - Attach additional sheets or documents as necessary:

Please E-mail Change Order Request via the necessary approvers to the Buyer on the original purchase order:

[William Bailey](#)

[Ryan Caddel](#)

[Sarah Binger-Grosjean](#)

[Fred Harvey](#)

[Rose Belcher](#)

[Gary Livedalen](#)

[Betsy Brownfield](#)

If the Buyer is not listed, send to: [BCN Purchasing](#)

Upon review and approval, Buyer will initiate Workday Change Order. If necessary, Workday Change Order will be sent to necessary approver(s) for on-line review and approval. If an Approver does not want the Change Order to go through, they must SEND IT BACK to the Buyer. The Buyer will remove the change(s) and resubmit for approval as a Null Change Order (No Changes). 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!