

Business and Operations

REVISING A PURCHASE ORDER

SR 3301.02

Purpose:To ensure purchasing paperwork maintains accuracy.

Timeline:After the purchase order is sent to vendor and before payment to vendor is made.

PROCEDURE:

1. If it becomes necessary to make a correction or change in the budget code numbers or to increase the purchase order amount by fifteen percent (15%) or more, or \$50 (whichever is greater), designee completes a [Purchase Order Change Request](#) form.
2. Designee attaches a copy of the purchase order to the Change Request and obtains approval signature from the budget manager(s), department director, or assistant superintendent.

Note: Business Services copy of purchase order should be marked cancelled and signed-off when it is determined that the vendor can no longer fulfill purchase order obligations. This ensures that encumbered funds will be freed for other purposes.

MENDOCINO COUNTY OFFICE OF EDUCATION

Date Adopted: 01/01/2001

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