DIVISION OF FINANCE & OPERATIONS
# LAMAR UNIVERSITY
Procurement & Payment Services

## How to CREATE A CHANGE ORDER REQUISITION IN CARDINAL PURCH

1. Choose the **Change Order Request Form** Button



2. Enter the **PO Number** and the **Date of Change** in the **Purchase Order Information Section**

3. Select the **Type of Change** from the drop-down menu and provide **Explanation** if you select Other in the **Change Information Section**

etc. to an open PO. If the PO is closed, the requestor will have to create a new Purchase Requisition.

The initiator must provide the original PO number, contact information, and details of requested change on this form instead of on a paper PR or email as had been the practice on the old paper purchasing procedures. If adequate information is not provided, this request will be returned to the requestor, delaying the process.

Existing Supplier

Supplier ★                    Purchasing Dept.

Fulfillment Address          **Fulfillment Center 1**

**Change Information**

Type of Change ★            Please select...

Explanation for Other

1000 characters remaining                    expand | clear

4. Provide the exact **Details of Change** in the **Details of Change section**. The details will vary. (You will need to compare the Purchase Order to the Invoice and list what needs to be added or subtracted from the individual lines to make the PO match the Invoice)

Fulfillment Address          **Fulfillment Center 1**
                             Beaumont, TX 77710

Supplier Phone               +40 98801783

**Details of Change**

Details of Change ★

2000 characters remaining                    expand | clear

5. Provide the **Contact Name** and a **Contact Phone Number**

Contact Name ★

Contact Phone Number ★

6. Attach the Invoice or Revised Quote by selecting **Add** in the Internal Attachments field

Contact Name ★

Contact Phone Number ★

Internal Attachments          Add

7. Select **Add and Go to Cart**

Form • Change Order Request Form                    ♡  🖨  · · ·   Close   **Add And Go To Cart** ▼

Supplier ★           Purchasing Dept.
                                                    1000 characters remaining        expand | clear
Fulfillment Address    **Fulfillment Center 1**
                       Beaumont, TX 77710    **Details of Change**                              ⑦

Supplier Phone        +40 98801783        Details of Change ★

                                          2000 characters remaining        expand | clear
                      Contact Name ★

                      Contact Phone Number ★

                      Internal Attachments          Add

8. Select **Proceed to Checkout** and continue with the Requisition process