

To: Whom It May Concern  
From: Consultants/Service Providers, Columbia Purchasing Department  
Date: Thursday, May 15<sup>th</sup> 2014  
Subject: Change Order Justification

---

## **PLEASE READ THIS CAREFULLY**

The ‘Change Order Justification’ noted in the EDM document drop down box is not a form or template, it is the explanation to support the sought after PO value increase and/or extension of term dates.

When a Department or School submits a change order Purchasing requires a justification for why a Purchase Order is being increased and/or the term date is being extended.

This should be done by uploading one of the following documents that clearly state why the increase is required and what caused the extension of the term date.

- 1) Memo from the Department/School
- 2) Invoice/proposal/quote, or
- 3) Email from the requestor

Once you have completed the memo, received the invoice/proposal/quote or email; ensure to upload it to EDM under the document type “Change Order Justification”.