

To: Whom It May Concern
From: Consultants/Service Providers, Columbia Procurement Services
Date:
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 requested PO value increase and/or extension of term dates.

When a Department or School submits a Change Order, Purchasing requires justification as to the rationale for why the Purchase Order is being increased and/or the term date is being extended.

This should be completed by uploading the memo from the Department or School articulating the reason why the increase is required and what caused the extension of the term date. Other documents that may be submitted in support of the Change Order can also be:

- 1) Invoice/proposal/quote, or
- 2) 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".

Additionally, please feel free to use the above header in your memo so Procurement can easily view that this is a Change Order justification document.