How to Request an Increase to a PO

Increases or decreases to purchase orders must be done by one of the Buyers in Procurement (The Director, the Assistant Director or the Contract Specialist).

To request an increase of less than $5,000, just send the Buyer an e-mail requesting the increase with a brief description of why the increase is necessary. For an increase over $5,000, create a new PS Requisition that we will add to the existing PO (as a new line). Include the PO number in the description with a statement something like, “Increase PO 140123 by $xx.xx for a new total of $xxx.xx. The increase is necessary because … “

After the Buyer increases the PO, they will run the PO budget check. Please ensure that there are sufficient funds in the Account in the Department so the transaction will pass budget check.