

How To Request a Change Order

Complete the following steps to change/increase a current Purchase Order.

Log into [Stratus Financials](#) using Company Single Sign-On.

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Enter password

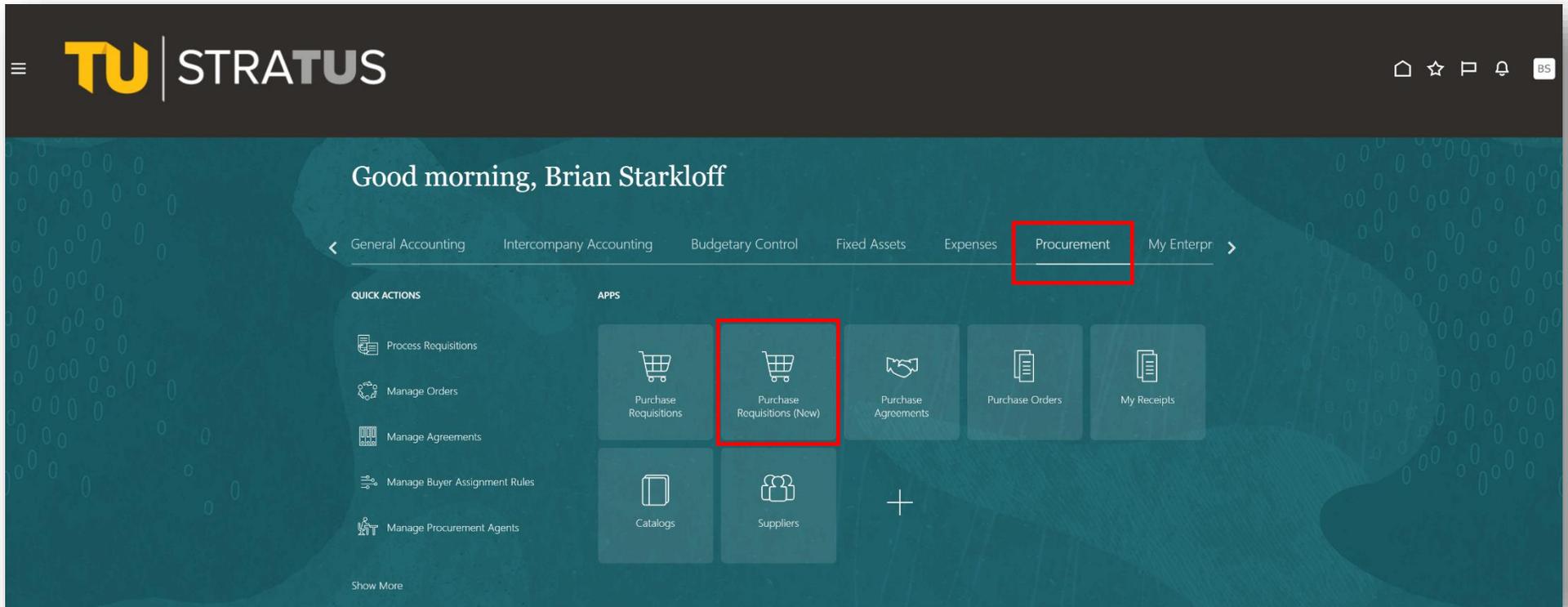
Password

[Click here to manage your NetID or password. Need help?](#)
Contact Office of Technology Services at 410-704-5151 or submit a TechHelp service request at <https://techhelp.towson.edu>

Sign in

Notice: Unauthorized access to this computer is in violation of Article 27 Sections 45A and 146 of the Annotated Code of Maryland. Towson University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By logging in you consent to these terms and conditions of use.

Navigate to the Procurement tab and select the Purchase Requisition (New) tile.



- 1) Create a new requisition for the amount you want to have a PO increased.
- 2) Indicate in the description “add funds to PO# 1234 for XYZ reason”.

Create Noncatalog Request Cancel Add to List Add to Cart

Item Description
Requesting PO #1234 be increased by \$1,000 due to additional charges.

Item Type
Goods billed by quantity

Category
Required

Pricing

Quantity
1

UOM
Each

Price
\$1,000.00

Currency
USD

Negotiated

Source

New supplier

Supplier

Supplier Site

- 3) Obtain/attach requisition approvals.
- 4) Submit the requisition to Procurement.

The Procurement office will add the requisitions to an existing order, creating a change order on the PO record. The Purchase order will then be approved by the procurement Director or Assistant Director.