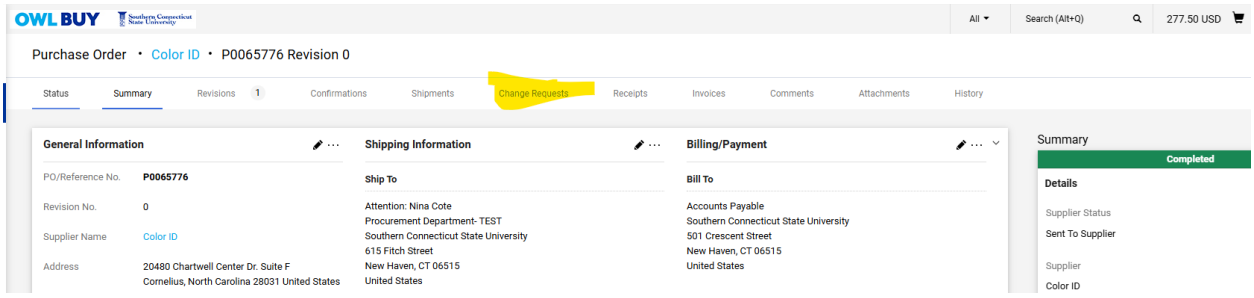
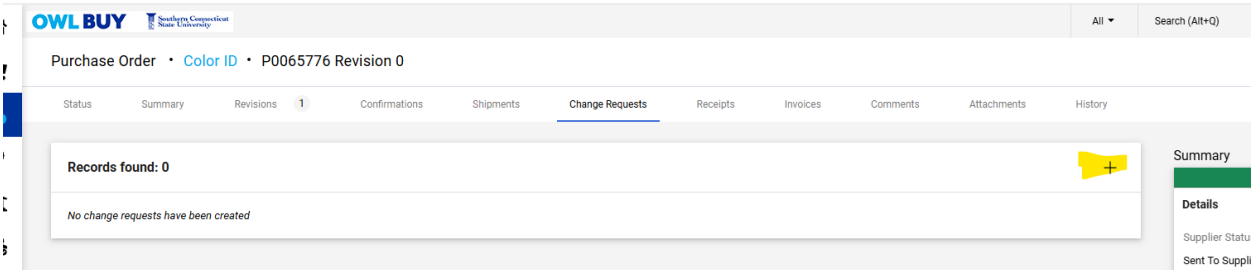
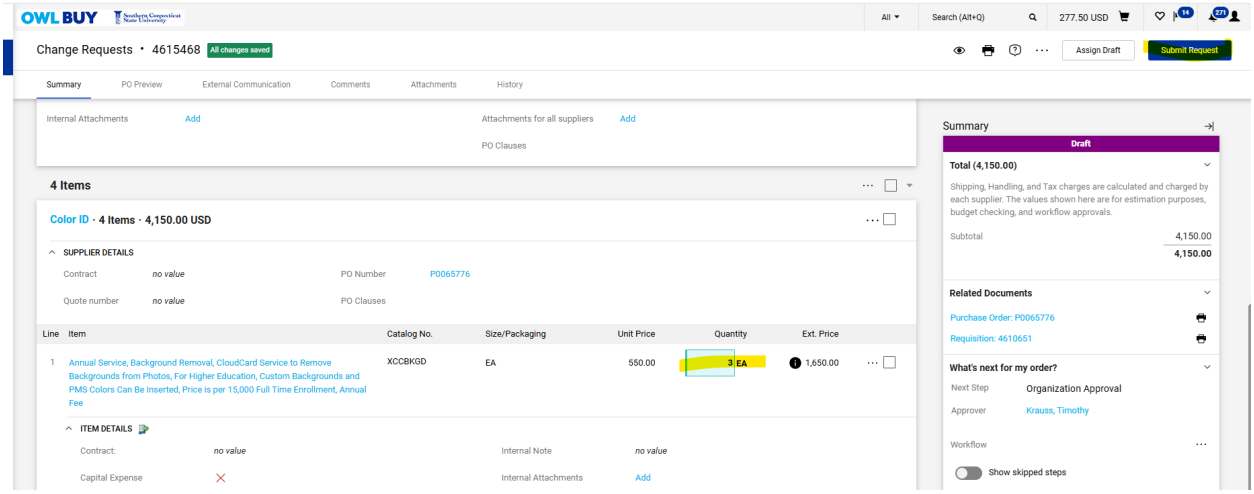
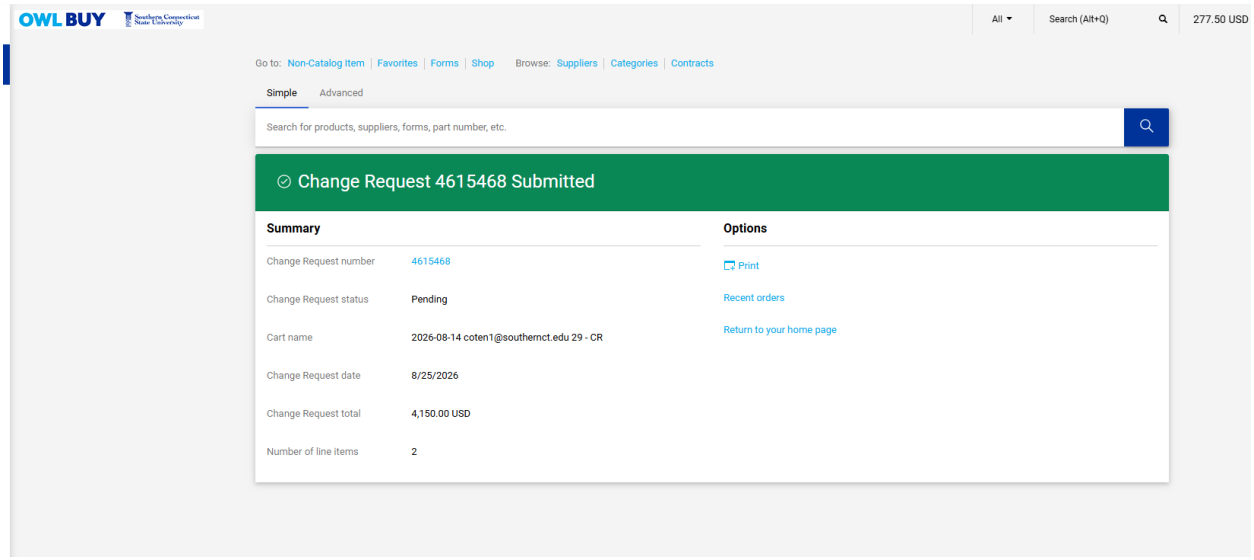
Completing a Change Order

- A Change Order is used to modify an approved requisition or purchase order after it has been created. Common reasons for submitting a Change Order include updating quantities, changing pricing, modifying accounting information, extending service dates, or making other approved adjustments to an existing purchase. To complete a Change Order:
    - Locate and open the approved purchase order requiring modification.
    - Select **Change Requests** tab.
    - Update the necessary information on the document.
    - Review all changes for accuracy.
    - Add an **Internal Note** describing the reason for the change.
    - Attach any supporting documentation related to the requested change.
    - Select **Submit Request** to route the Change Order through the appropriate approval workflow.
    - Once submitted, the Change Order will undergo any required reviews and approvals based on the nature of the modification. Approval requirements may differ from the original requisition and may include budget, departmental, procurement, or specialized review processes. The workflow applicable to the Change Order will be displayed on the **right-hand side of the document**.






OWL BUY
Southern Connecticut State University
All
Search (Alt+Q)
277.50 USD
Change Requests • 4615468
All changes saved
Assign Draft
Submit Request
Summary
PO Preview
External Communication
Comments
Attachments
History
Internal Attachments
Add
Attachments for all suppliers
Add
PO Clauses
4 Items
Color ID · 4 Items · 4,150.00 USD
SUPPLIER DETAILS
Contract
no value
PO Number
P0065776
Quote number
no value
PO Clauses
Line
Item
Catalog No.
Size/Packaging
Unit Price
Quantity
Ext. Price
1
Annual Service, Background Removal, CloudCard Service to Remove Backgrounds from Photos, For Higher Education, Custom Backgrounds and PMS Colors Can Be Inserted, Price is per 15,000 Full Time Enrollment, Annual Fee
XCCBKGD
EA
550.00
3 EA
1,650.00
ITEM DETAILS
Contract:
no value
Internal Note
no value
Capital Expense
Internal Attachments
Add
Summary
Draft
Total (4,150.00)
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.
Subtotal
4,150.00
4,150.00
Related Documents
Purchase Order: P0065776
Requisition: 4610651
What's next for my order?
Next Step
Organization Approval
Approver
Krauss, Timothy
Workflow
Show skipped steps


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All
Search (Alt+Q)
277.50 USD
Go to: Non-Catalog Item | Favorites | Forms | Shop
Browse: Suppliers | Categories | Contracts
Simple
Advanced
Search for products, suppliers, forms, part number, etc.
Change Request 4615468 Submitted
Summary
Change Request number
4615468
Change Request status
Pending
Cart name
2026-08-14 coten1@southernct.edu 29 - CR
Change Request date
8/25/2026
Change Request total
4,150.00 USD
Number of line items
2
Options
Print
Recent orders
Return to your home page