

WHEN REQUIRED (RENUMBERED 9/55)

3566.1

Purchase order changes are required in the following instances:

- o **Change in F.O.B. point**
- o **Change in terms if unfavorable to the State**
- o **Change in estimate number**
- o **Change in vendor's name (except simple spelling corrections)**
- o **Increase in Unit Price**
- o **Mathematical error over \$10**
- o **Addition or cancellation of any item**
- o **Change in description specifications, or substitution of any material**
- o **Extension of time on "As Needed" or "As Required" order (such orders are written for units of material; "As Required" or "As Needed" for a period ending DATE). The extension of this time is what would require a purchase order change.**
- o **Adding or changing a priority rating or certification**
- o **Any overdraft of a purchase order except as permitted under subparagraph 3 in SAM Section 3566.2.**