

**WHEN NOT REQUIRED (REVISED 9/91)**

3566.2

**Purchase order changes are not required when:**

- o **Price billed is less than purchase order.**
- o **Weight or quantity is less than purchase order and unit price as stated on the purchase order.**
- o **At the time of taking a final delivery, there is a balance in a purchase order, and the final delivery does not overrun the order by more than 10%. This would apply to such items as yardage, steel, lumber, rock, asphalt, products produced from roll paper stock; e.g., forms, cartons, etc., and other items when exact quantity is not known at the time the order is placed, including items that come in standard containers.**
- o **Delivery of items such as fresh vegetables varies from the weight, quantity or count specified, on the order (not to exceed plus or minus 10% of the value of the total order up to \$1 million).**
- o **Order specifies certain sized containers and other containers which are acceptable are delivered, but total quantity and price are within the limits of the order.**
- o **Items are purchased by Procurement for resale and final delivery does not exceed the order value by more than 10%.**