

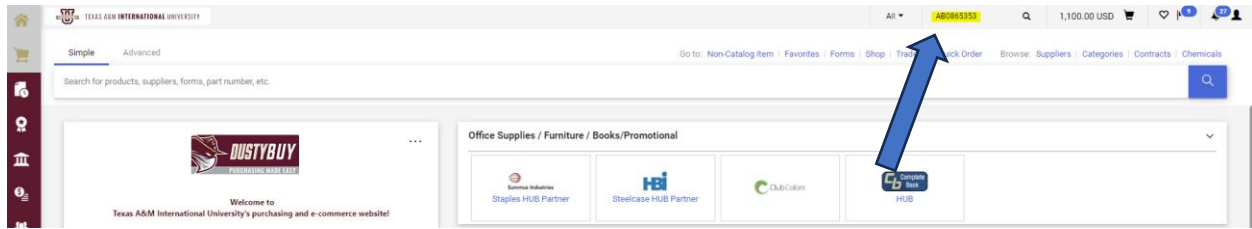
How to Create a Change Request Document

1. What is a Change Request?

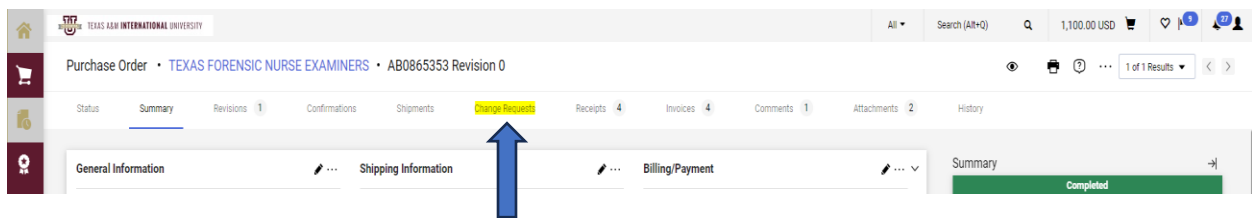
- A. A Change Request is made when a department requests that the dollar value of a purchase order be increased or decreased.
- B. A Change Request is made when a department requests that the quantity of items ordered on a purchase order be increased or decreased.
- C. A Change Request is made when an account number on a purchase order needs to be updated.

2. Create a Change Request

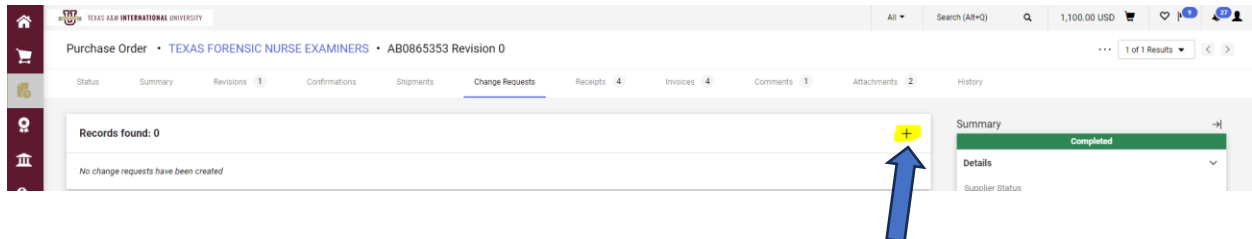
- A. Search for the Purchase Order for which you wish to create a Change Request.



- B. Click the **Change Request** tab on Purchase Order



- C. Click on the cross to create a Change Request.



D. Go to the line item you request to be modified and click the line-item description.

The screenshot shows the 'Change Requests' interface for request 187882828. The '1 Item' section displays a table with the following data:

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Incumber funds for Year 3 of the professional service agreement between TAMU and TXFNE. Year 3 has a period of performance of July 1, 2023 to June 30, 2024. TXFNE to provide clinical experience & preceptorship. See fully executed PSA...	n/a	EA	10,000.00	1 EA	10,000.00

A blue arrow points to the description text in the 'Item' column.

E. If you request that the unit price be modified, enter the new amount in the indicated space and save.

The screenshot shows the 'Non Catalog Item' dialog box. The 'Price Estimate' field is highlighted in yellow, and a blue arrow points to it. The dialog box contains the following information:

- Item: TEXAS FORENSIC NURSE EXAMINERS
- Fulfillment Address: TEXAS FORENSIC NURSE EXAMINERS - 3203 AUDLEY ST, HOUSTON, Texas 77096 United States
- Product Description: Incumber funds for Year 3 of the professional service agreement
- Catalog No.: n/a
- Quantity: 1
- Price Estimate: 10,000.00 USD
- Packaging: EA - Each

F. If you request the quantity of items being ordered be modified, enter the new quantity in the indicated space and save.

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Encumber funds for Year 3 of the professional service agreement	n/a	1	10,000.00 USD	EA - Each

G. All Change Requests will require a reason for the request. Click the pencil to proceed and save once the reason has been added.

Change Request Reason

Reason no value

Summary

Draft

Correct these issues. You are unable to proceed until addressed. Change Request Reason Required

H. Once the Change Request is finalized, click **Submit Request**.

Change Request Reason

Reason no value

Summary

Draft

Total (10,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by

Submit Request