

Downey Unified School District

ADMINISTRATIVE SERVICES

PURCHASING OF SUPPLIES – CHANGE ORDERS

AR 6360.1

Changes for which the Change Request Form (Stock No. 32306) is required:

1. Any additions, change in quantity, unit price or related costs, other than shipping charges, if the total effect exceeds either \$10.00 or 10% of the original dollar amount of the purchase order/contract.
2. Substantial modification of specifications.
3. Cumulative changes which would amount to an increase exceeding the \$10.00 or 10% of the dollar amount of the purchase order/contract.

Changes for which the Change Request Form (Stock No. 32306) is not required:

1. Any decrease in the dollar amount of the purchase order/contract.
2. Minor changes in specifications. Record these changes on Purchasing copy of purchase order and notify Accounting and/or Warehouse personnel as necessary.
3. Changes in quantity, unit price, or other related costs not exceeding the \$10.00 or 10% allowance in the purchase order total. Authorization to be noted on the pink copy of the purchase order.
4. Increases as a result of the reinstatement of previously canceled items, where the original amount of the purchase order has not been exceeded.

Approval Levels for Increases in Cost:

- | | |
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| 1. Buyer | Up to \$ 250.00 |
| 2. Director, Purchasing and Warehouse | Up to \$1,000.00 |
| 3. Assistant Superintendent, Administrative Services | Up to \$2,500.00 |
| 4. Board of Education | Over \$2,500.00 |

All requests for dollar increases to purchase orders will be reviewed and approved by Financial Services prior to implementation.

Shipping Charges

When a purchase order/contract is issued with the terms "F.O.B. Shipping Point", Accounts Payable may pay reasonable shipping charges as invoiced against the order without written authorization from the Purchasing Office.