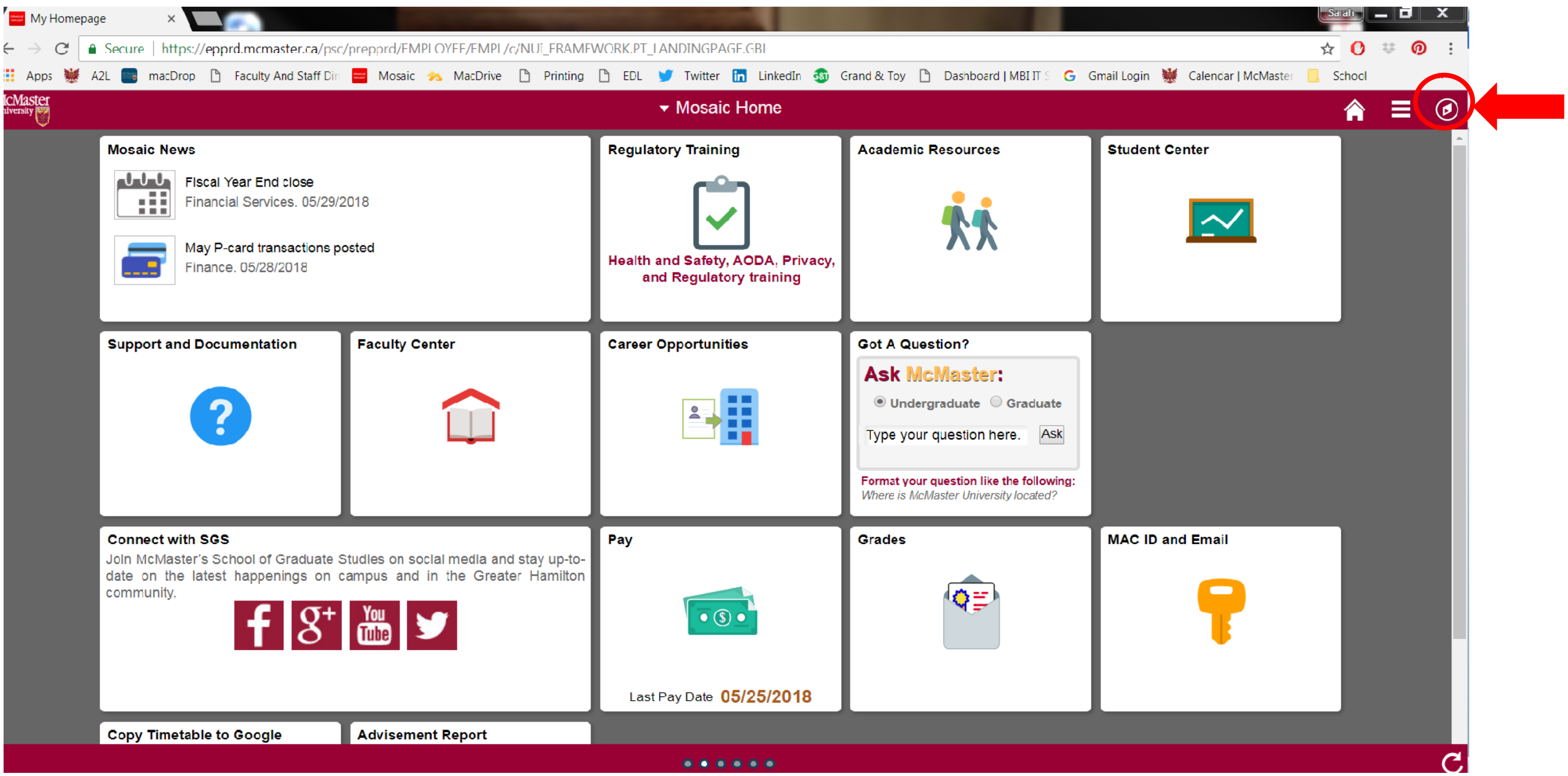
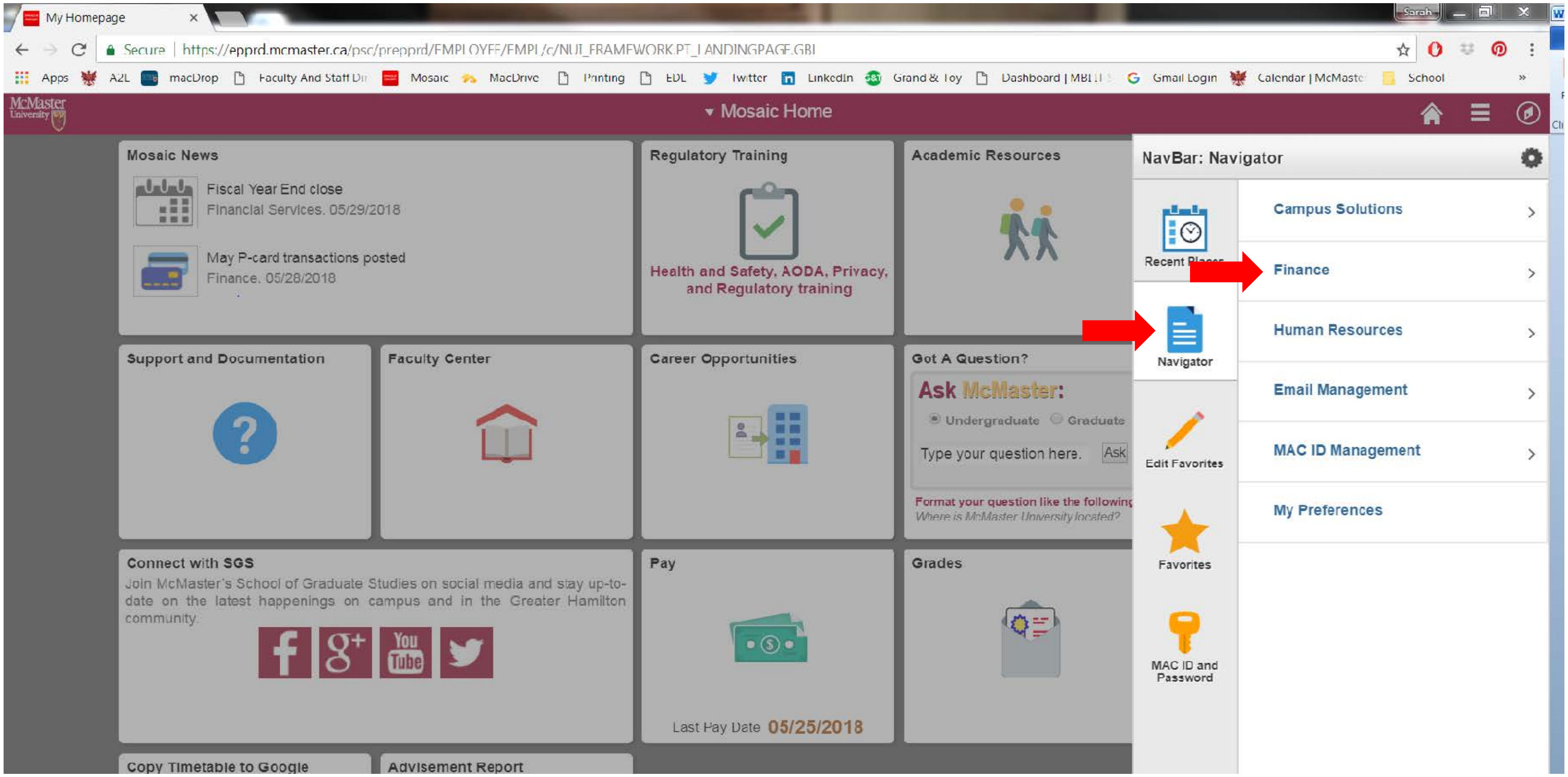
How to Request a Change Order: Under $100,000

***The total of the purchase order + new funds added must be under $100,000 before taxes.**
If it is over $100,000 a Signed Sole Source is required (*see separate instruction sheet on Change Orders on Purchases $100,000 & Greater*).

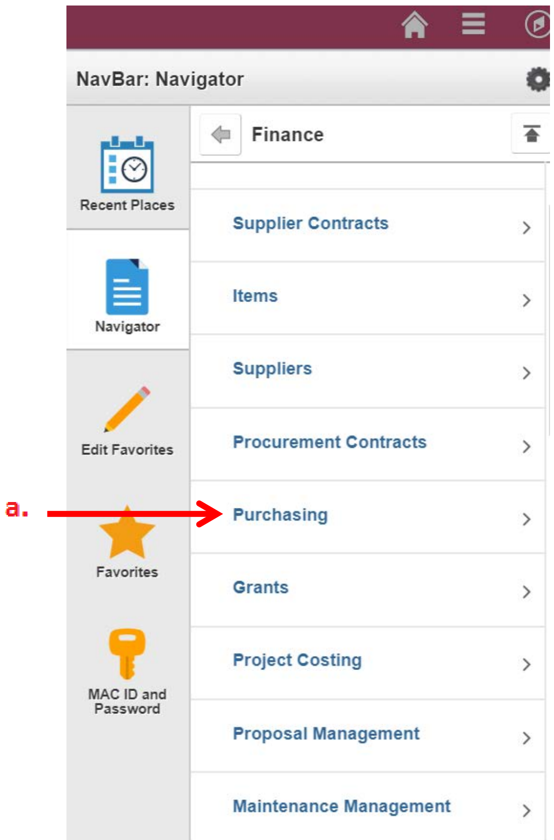
1. Login to MOSAIC
2. Select the NavBar Icon at the top of the screen

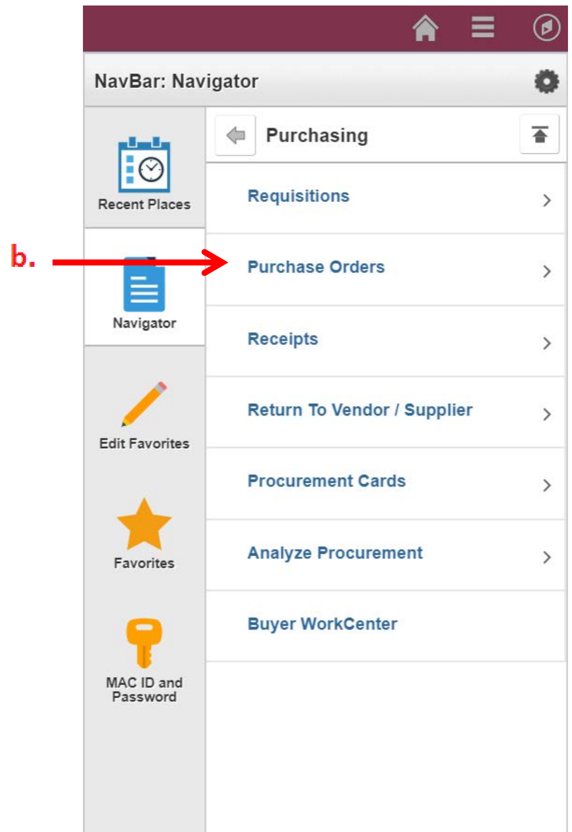


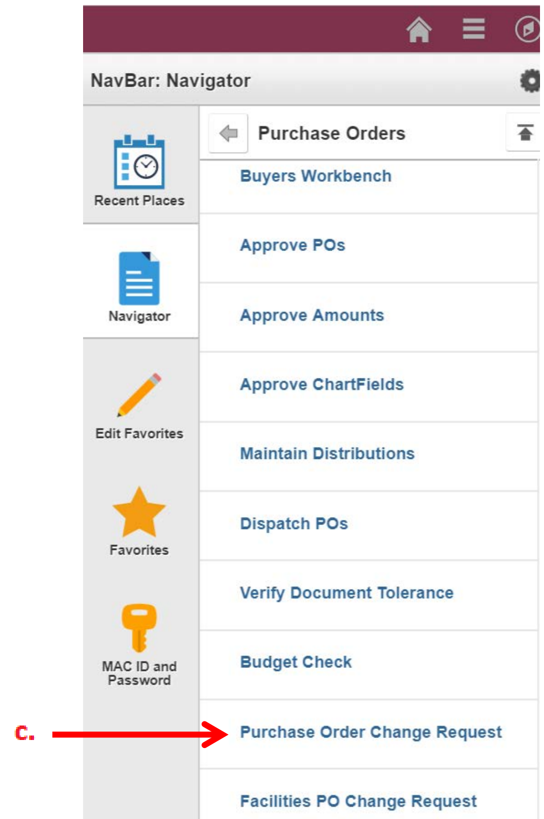
3. Select ‘**Navigator**’, then ‘**Finance**’



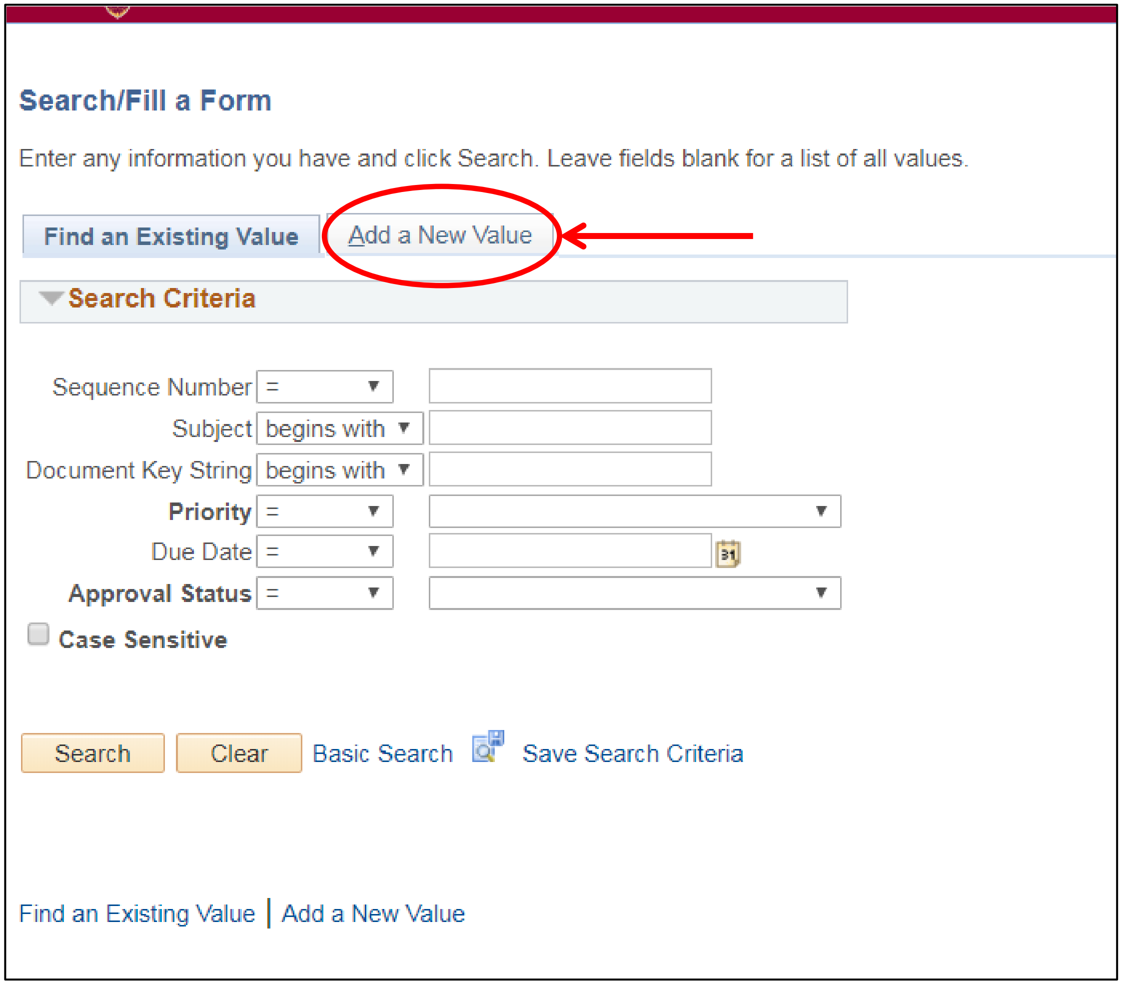
4. Start a Change Request, by selecting:
   a. Purchasing
   b. Purchase Order
   c. Purchase Order Change Request (bottom)



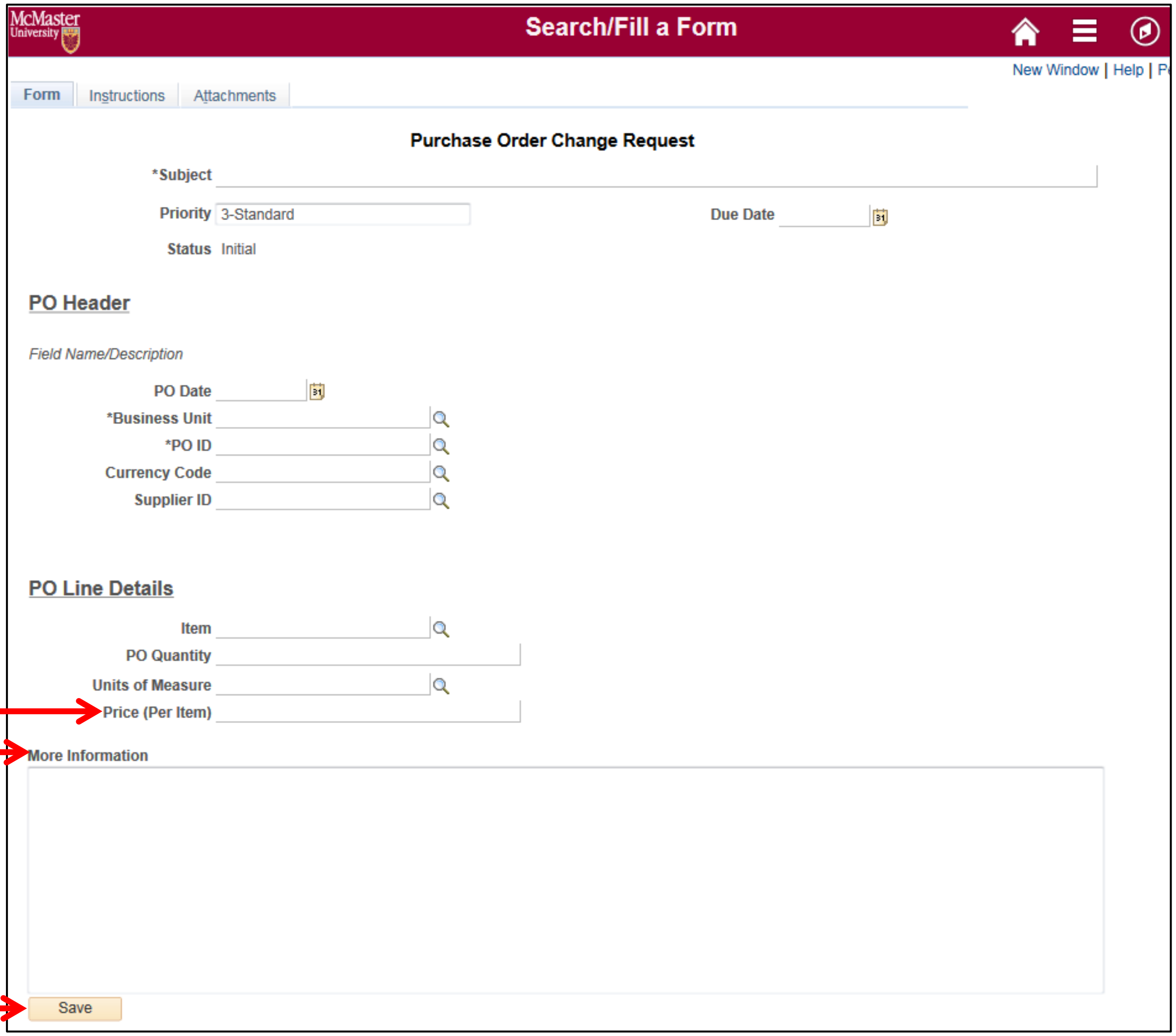




5. Select **'Add a New Value'**
   This will bring you to the Change Request form.



6. Complete the Purchase Order Change Request form.
7. Hit **‘Save’** at bottom



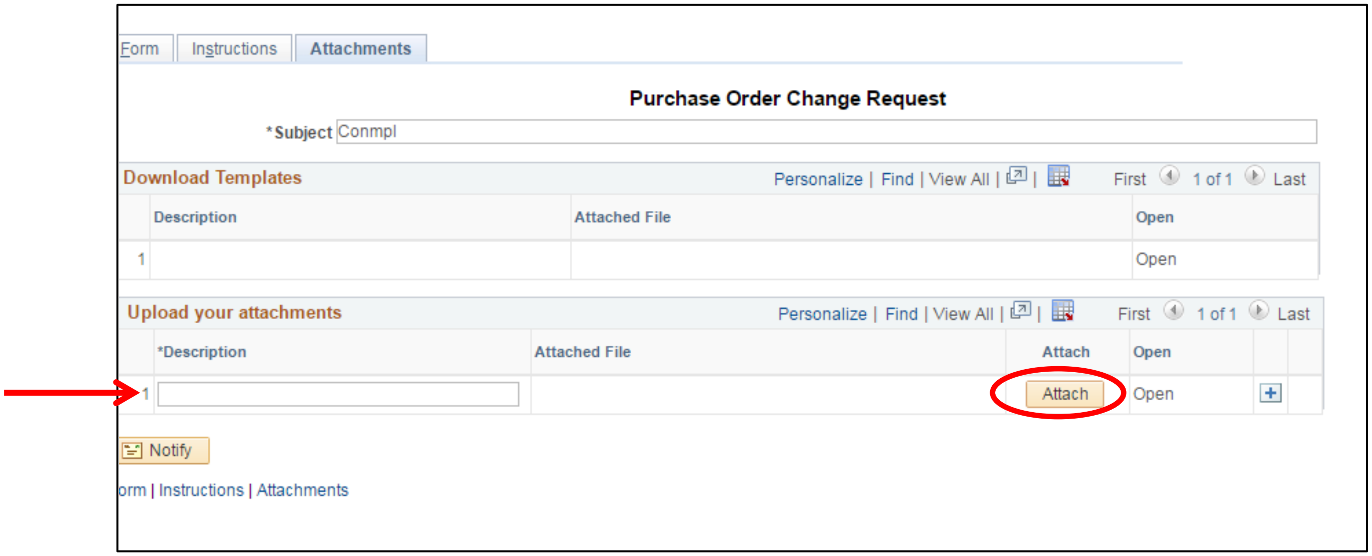
Under PO Line Details, the Price (Per Item) list the doller value you are requesting to have added to the purchase order.

If you know the current value of the PO it is helpful to provide the following information in the More Information section of the form:

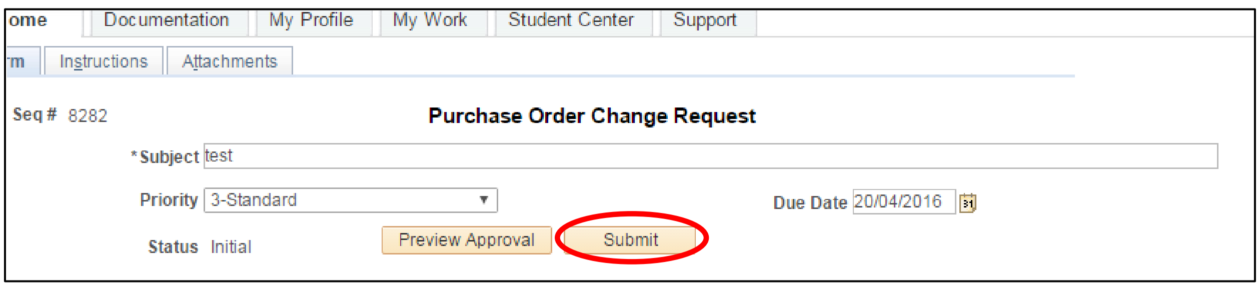
Original Term Value (original funds on PO)
+ Added Term Value (new funds adding to PO)
= Estimated Total Value (new total of PO: new + old funds)

Remember, the above values are always pre-tax (the system calculates the tax).

8. Go to the 3rd tab called '**Attachments**' to attach any backup you have to support the addtiion of funds (i.e. quote, pricing, contract).



9. Go back to the Form tab and hit **'Submit'** at the top of the form.



Your form will now go into Procurement workflow for review and approval. Procurement will approve the form, revise the purchase order and let you know when the funds have been added to the purchase order.