



## How to CREATE A CHANGE ORDER REQUISITION IN CARDINAL PURCH

### 1. Choose the Change Order Request Form Button

WELCOME TO  
**Lamar University**  
Production Site  
For Accounts Payable questions:  
[accounts payable@lamar.edu](mailto:accounts payable@lamar.edu)  
For Purchasing questions:  
[purchasing@lamar.edu](mailto:purchasing@lamar.edu)

**REMINDER - Quotes that support requisitions must be attached in PDF Format.**

**Lamar University's new computer purchasing policy can be viewed by clicking the following link:**  
[https://www.lamar.edu/\\_files/documents/it-services-and-support/computing-purchasing-policy.pdf](https://www.lamar.edu/_files/documents/it-services-and-support/computing-purchasing-policy.pdf)

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The screenshot shows the Cardinal Purchasing system interface. It is divided into several sections: Punch-Out HUB Suppliers, Punch-Out Suppliers, Hosted Suppliers, and Special Forms. The Special Forms section contains five buttons: Non-Catalog Form, Cost Contract Form, Change Order Request Form (highlighted with a red arrow), Direct Pay Form, and ProCard Purchase Form. The Punch-Out HUB Suppliers section lists suppliers like Airgas, GRAINGER, and VWR. The Punch-Out Suppliers section lists suppliers like BH, FASTenal, and Connection. The Hosted Suppliers section lists suppliers like Connection and Graybar.

### 2. Enter the PO Number and the Date of Change in the Purchase Order Information Section

#### General Form Instructions

The purpose of this form document and provide the information necessary to change an open Purchase Order (PO) that has not paid and been closed out. This form may be initiated to adjust charges on a PO to reconcile to the invoice, if required. This form may be initiated by the requestor to request quantity changes, etc. to an open PO. If the PO is closed, the requestor will have to create a new Purchase Requisition.

#### Purchase Order Information

PO Number ★

Date of Change

mm/dd/yyyy

#### Change Information

The form shows two input fields. The first is for the PO Number, marked with a star. The second is for the Date of Change, with a calendar icon and the placeholder text 'mm/dd/yyyy'. Red arrows point to both fields.

3. Select the **Type of Change** from the drop-down menu and provide **Explanation** if you select Other in the **Change Information Section**

etc. to an open PO. If the PO is closed, the requestor will have to create a new Purchase Requisition.

The initiator must provide the original PO number, contact information, and details of requested change on this form instead of on a paper PR or email as had been the practice on the old paper purchasing procedures. If adequate information is not provided, this request will be returned to the requestor, delaying the process.

Existing Supplier

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Supplier ★ Purchasing Dept.

Fulfillment Address **Fulfillment Center 1**

**Change Information**

Type of Change ★

Please select... 

Explanation for Other

1000 characters remaining

[expand](#) | [clear](#)

4. Provide the exact **Details of Change** in the **Details of Change** section. The details will vary. (You will need to compare the Purchase Order to the Invoice and list what needs to be added or subtracted from the individual lines to make the PO match the Invoice)

Fulfillment Address **Fulfillment Center 1**  
Beaumont, TX 77710

Supplier Phone +40 98801783

**Details of Change** 

Details of Change ★

2000 characters remaining

[expand](#) | [clear](#)

5. Provide the **Contact Name** and a **Contact Phone Number**

Contact Name ★

Contact Phone Number ★

6. Attach the Invoice or Revised Quote by selecting **Add** in the Internal Attachments field

Contact Name ★

Contact Phone Number ★

Internal Attachments [Add](#)

7. Select **Add and Go to Cart**

Form • Change Order Request Form Close Add And Go To Cart

Supplier ★ Purchasing Dept.

Fulfillment Address **Fulfillment Center 1**  
Beaumont, TX 77710

Supplier Phone +40 98801783

**Details of Change**

Details of Change ★

Contact Name ★

Contact Phone Number ★

Internal Attachments [Add](#)

8. Select **Proceed to Checkout** and continue with the Requisition process