Creating Change Orders

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.

Change Requests

A Change Request is a request to increase an existing non-catalog purchase order. The request will route to the approvers on the original order for approval of the increase. Revised orders will not route to the vendor to avoid the potential of an order being duplicated. If a revised order needs to be sent to the vendor, please notify Purchasing.

There are two types of change requests.

1. Single Change Order- A change order is necessary when an invoice total does not match the original purchase order amount.
2. Blanket Purchase Order - A blanket purchase order is an estimate for services for a project or for the entire fiscal year. These may need to be increased prior to the end of the year or project. The increases must be requested before the PO is closed.

Create Change Request

Locate and select the purchase order that needs to be changed. If you need help locating a purchase order, please refer to the Search & Export Guide.

Click on the action drop-down arrow next to the PO number, then select Create Change Request.

Provide a Reason for the Change Request. Select an individual to receive an email notification if desired. There is no need to select the approver to receive a notification. They will get a system generated email asking for approval. Click Create Change Request.

Select the Item Description to open the Non-Catalog Form.
Replace the Quantity or Price with the new amount. Do not change the item Description.

Click Save.

An email notification will be sent to all prior approvers that approved the previous order. They will have to follow the link and approve the change request in Falcons Purch. They will not be able to approve via email.

Remember after completing the change order, create the receipt on the revised purchase order, and send the invoice to bgsuap@bgsu.edu.