

Update to the C&P Change Order Process

The manual paper process requiring the completion of the Change Order Request Form and routing it for proper signature(s) has changed to using the CFS requisition process for notification and approval of a change order.

This change will expedite the change order process due to the elimination of a hard copy form being routed through the approval process and then sending the form through inter-office mail or hand delivered to Contracts and Procurement. When using the CFS Requisition process, once a requisition is approved and budget checked (either manually or through the overnight budget check process), the requisition is available for processing by Contracts and Procurement.

The guidelines to set-up a Change Order via CFS Requisition are available at the following link:

<http://csuf.screenstepslive.com/s/peoplesoft/m/70022/l/946387>

The Change Order Requisition will be easy to identify by Contracts and Procurement if all the steps above are followed. The old paper change order form will no longer be accepted for requesting a change order unless approval is provided by Contracts and Procurement in advance.

If you have any questions on this process, please email:

DL-C_and_P@fullerton.edu