



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
PROCUREMENT POLICY AND PROCEDURE

Policy/Procedure Title:	PRO 2.5 Modifying a Purchase Order
Purpose:	This procedure establishes guidelines for Modifying Purchase order requests.
Abbreviations:	PO – Purchase Order POM - Purchase Order Modification
Policy:	<ol style="list-style-type: none"> 1. After a requisition is converted to a PO, all communication with the vendor MUST be through the VIDE Procurement Office. 2. The VIDE Procurement Office will make the determination of Purchase Order modification. 3. Purchase Order Modification must be approved by the Procurement Director before the modification is processed in the MUNIS system.

Procedure:
<p>Modification of an existing PO</p> <ol style="list-style-type: none"> 1. The Procurement Office completes the <u>Purchase Order Modification (POM)</u> form 2. The POM is sent to the Director of Procurement. 3. The Director of Procurement reviews the POM, signs and dates for approval. 4. The Director of Procurement emails the approved POM form in PDF format to the VIDE centralized procurement email box for processing 5. The Procurement Office staff performs the purchase order modifications in the PO Maintenance Module in MUNIS. 6. The Procurement Office scans and attaches the Purchase Order Modification form to the Purchase Order in MUNIS as supporting documentation. 7. The Procurement Office logs the Purchase Order Modification form into the <u>Purchase Order Modification Tracking Log</u> 8. The Procurement Office notifies the modification requestor the modification was entered.



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Modification of Purchase Order When Changing/Switching Vendors

9. Upon determination that a vendor cannot fulfill the Purchase Order the Procurement office completes the **Purchase Order Modification (POM)** form
 - a. VIDE Procurement notifies the original vendor via written notification and follow up phone call that their PO has been canceled
 - b. VIDE Procurement notifies the Buyer and Program Manager of the change in vendor
 - c. VIDE Procurement makes contact with the second vendor to verify items are still available at the quoted price, and is not expired.
 - d. If quote is expired VIDE Procurement will issue a new solicitation and obtain new quotes.
10. The Director of Procurement emails the approved POM form in PDF format to the VIDE centralized procurement email box for processing.
11. The Procurement Office staff performs the purchase order modifications in the PO Maintenance Module in MUNIS and attaches the Purchase Order Modification Form.
12. The Procurement Office notifies the Buyer and Program Manager to enter the requisition for the new vendor and attach the Purchase Order Modification Form. The new requisition must include:
 - a. Purchase Order Modification Form referencing the original Purchase Order Number
 - b. Supporting documentation
13. The Procurement Office logs the Purchase Order Modification form into the **Purchase Order Modification Tracking Log**

Exhibits:

- Purchase Order Modification Form AR11
- Purchase Order Modification Tracking Log AR11.1