

## Section 2.35

### Purchase Order Change Notices (POCN)

POCNs should not be used if the issuance of a new purchase order would achieve the requested action in a more efficient and economical manner. Only information pertinent to the change itself should be placed in the “Scope of Change” area of the document.

Agencies may utilize their internal POCN for delegated procurements or TPASS Managed contract purchases. A POCN document is available in the [Procurement Forms Library](#).

**NOTE:** POCNs for TxSmartBuy purchase orders must be processed through the on-line system when the quantity is changed.

All purchasers are responsible for using good judgment and proper procedures in processing change notices. Any correspondence necessary for proper documentation of the change, such as cancellation letters and name changes, must become part of the referenced purchase order file.

The POCN shall be used to:

1. Change pricing and/or amounts of a purchase order for a delegated or TPASS Managed contract regardless of the dollar amount.

Add or change items found in the original terms and conditions of the purchase order or contract.

2. Cancel individual items or an entire purchase order.

3. Change quantities. for the whole unit of measure, for increases and/or decreases, over shipments and/or under shipments as defined by the agency’s needs.

4. Exercise options included in the original contract.

5. Reinstate canceled purchase orders. For example, a purchase order is canceled due to non-delivery, but the goods are subsequently shipped by the contractor, and the ordering entity desires to keep the shipment.

6. Change pertinent information such as delivery address or agency contact. A POCN form is also used to document a new serial number for equipment replacement and change incorrect or amended term periods in accordance with the purchase order or contract.

7. Exercise a renewal or extension option in accordance with the terms of the original purchase order or contract prior to the expiration date.

The POCN form ***shall not*** be used to:

1. Change the requisition number unless there was an error on the purchase order.

2. Extend the period of service beyond the expiration date of a purchase order or contract which has expired.

3. Increase a quantity beyond the scope of the contract.

4. Report a vendor’s (contractor’s) performance, see Section 2.36 *Vendor Performance*.

## **Preparing the POCN**

The following basic information must be included on each POCN form:

Date the form when prepared and/or signed  
Agency Information, Name, Address  
Agency contact information  
Vendor (contractor) ID number, name and address, contact information\*  
Purchase Order or Requisition number\*  
Purchase Order or Requisition date\*

Include in Scope of Change:

NIGP Class/Item codes\*  
Line item number\*  
Description of change - describe the change in a “from” and “to” format  
Agency authorized signature and printed name

\* As shown on the original purchase order.

When applicable, the following information must be included on each POCN for delegated or TPASS Managed purchase orders:

1. If adding a line item, include the NIGP Class/Item code, description, unit of measure, unit price, price extension, and new purchase order total. Include effective date of change and delivery terms.
2. If increasing or decreasing quantities, indicate the line item number, quantity, price extension, and new purchase order total resulting from the change in a “from” and “to” format.
3. If canceling all or specific line items of the purchase order (as allowed by contract terms) reduce quantities and adjust purchase order total accordingly.
4. Indicate beginning and ending dates when exercising renewal or extension periods.

## **Distribution**

POCNs issued for delegated or TPASS Managed contract purchase orders are sent to the contractor by the agency.

## **Vendor Performance Tracking**

If the reason for the change is based on the performance of the vendor or the product, enter a [Vendor Performance Report](#).