PO Change Requests that will increase the price or quantity of a purchase order will be routed for approval in the same manner the original requisition routed for approval (department, project, and commodity approval as applicable). Likewise, the approval of a PO Change Request is similar to the approval of an ePro Requisition.

The approver logs into PeopleSoft and accesses their Worklist:

Click the hyperlink to access the appropriate PO Change Request:
Note – the PO Change Request is listed by the associated Requisition number.

Expand the Change Request Line(s) section to view what is being changed:
To view other Approvers or Comment History, expand the Review/Edit Approvers section:

After review, the Approver needs to Approve or Deny this request by clicking the appropriate button. Note – A comment is required when denying a request.

Once a PO Change Request has been fully approved, it routes to the appropriate buyer for review:
- DEP PO Change Requests will be approved by the department requester/buyer
- ACQ and NFY PO Change Requests will be approved by the Acquisition buyer