

Requisition & PO Changes/Cancellations

A paper trail is required for all changes to purchase orders. If an order is to be changed or cancelled for any reason, you must contact Business Services.

If changing the Vendor on a PO, the PO will need to be cancelled and a new PO needs to be issued.

If you receive an address change for a Vendor, please forward the information received to the Business Office for updating in the Skyward system.