



**ADMINISTRATION POLICY #500-02
CONTRACT AND PURCHASE ORDER MODIFICATIONS**

Effective Date: January 30, 2008

Approved By: _____
Jay W. DeBoer

I. PURPOSE: The purpose of this policy is to establish agency restrictions on purchase orders and contract modifications.

II. POLICY STATEMENT: The Department of Professional and Occupational Regulation shall comply with the requirements of Chapters 3.5 and 10.12 of the Agency Procurement and Surplus Property Manual (APSPM) and §2.2-4309 of the *Code of Virginia* as it relates to contract modifications.

A change order shall be processed for all purchase orders issued when requested by the supplier; or when the invoiced dollar value is greater or less than 10% of the total purchase order value.

III. DEFINITIONS:

Contract An agreement enforceable by law, between two or more competent parties, to do or not to do something, not prohibited by law, for consideration. A contract is any type of agreement or order for the procurement of goods or services.

Purchase Order A document used to execute a purchase transaction with a vendor. It serves as a notice to a vendor that an award has been made and that performance can be initiated under the terms and conditions of the contract.

- IV. RELATED DOCUMENTS:**
- ➔ [Agency Procurement and Surplus Property Manual](#)
 - ➔ [§2.2-4309 Code of Virginia](#)

V. GENERAL PROVISIONS:

A supplier may request a contract modification or purchase order change by contacting the contract administrator or the DPOR Purchasing Office. Any request to change contract price, quality, quantity, delivery or cancellation will be evaluated for validity and price reasonableness. The supplier will receive eVA or other written notification of approved changes.

Procedure Title:	Administration Policy #500-02 Contract and Purchase Order Modifications	Effective:	01/30/08
Submitted By:	Sandi Lewis, Administration Director	Guidance Document:	Yes
Supersedes:	N/A		Page 1 of 1