Send change orders to the Purchasing department, changeorders@rowan.edu.

**Change order required information:**

Please provide the following information when requesting a change order this will help complete the CO faster:

- PO#
- Original Amount of PO
- Increase/decrease PO by
- New PO amount
- Reason for CO

* Important - Purchasing cannot increase the PO if the funds (FGIBAVL) are not available *

**Email:**
- PO increase – changeorders@rowan.edu
- Close PO – closeouts@rowan.edu
- Email invoices – invoices@rowan.edu

**Banner Screen:**
- FGIENCD – Current total of PO
- FGIBAVL – Budget screen
- FOIDOCH – Additional information