Changing Requisitions After Approval

Campus users may still make changes to the requisition once it has been approved, but the changes cannot be made online in PeopleSoft. If you need to modify your requisition after it has been approved, you will need to send an e-mail to Procurement detailing the changes. Be sure to provide requisition ID, your phone number and all details about the changes. Specify which line(s), schedules or distributions on the requisition are being changed.

Any requested can initiate an e-mail for changes to a requisition, but an authorized approver of the requisition must be the person who forwards the e-mail request to the Procurement Department, using the e-mail address shown below. Departments are responsible to adhere to this policy.

Send the e-mail to the following address: pschangeorders@umbc.edu

Changes to Purchase Orders

Changes made to purchase orders will be requested by the campus user in many cases. Even when the Procurement Department has requested the change, the campus user must document their approval of the changes.

If you need to modify a purchase order after it has been issued, you will need to send an e-mail to procurement detailing the changes. Be sure to provide the purchase order ID, your phone number and all the details about the changes. If Procurement has initiated the change then the campus user must e-mail their approval of the change. Departments are responsible to adhere to this policy.

Send the e-mail to the following address: pschangeorders@umbc.edu