Purchase Order Amend (POA) Process

**Initiator**
- Initiate new document from an OPEN PO

**Content Reviewer**
- Content Review exists?
  - Yes: Reviews, completes and approves document
  - No: Reviews and approves document

**Account Supervisor**
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**Fiscal Officer**
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**Organizational Purchasing Officer (OPO)**
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**Real Property Approver**
- Real Property object codes?
  - Yes: Reviews, completes and approves document
  - No: Insurance object codes?
    - Yes: Reviews, completes and approves document
    - No: 

**Risk Management Approver**
- Insurance object codes?
  - No: Central Procurement Approval required?
    - Yes: Reviews, completes and approves document
    - No: 

**Central Procurement Approver**
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**Central Procurement Approver**
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**KFS Process**
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All Users may initiate the POA document.

Updated 3/1/2019