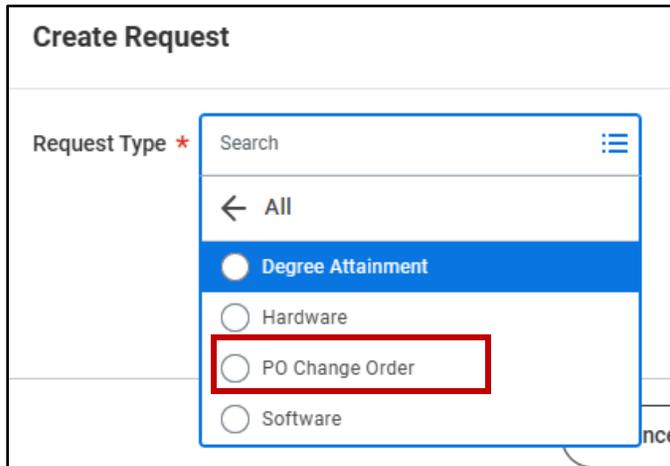


Overview

Use this job aid as a resource for a change order request.

Create Request via Search

1. From the Workday search bar, enter “**Create Request**” in the search field.
2. Select the **Create Request** task.
3. In the Create Request box, select **All** and **PO Change Order**.



4. Click **OK**.
5. The PO Change Order screen appears. Complete the questionnaire in its entirety (see the questionnaire).

The screenshot displays the 'PO Change Order' questionnaire form. The form is titled 'PO Change Order' in a purple header. Below the header, there is a thank-you message and a text input field for 'Describe the Request' containing 'Change Order'. A note states: 'The following questions will allow Procurement to process your change request.' The form contains five required questions, each with a text input field: 'Who is the Requestor?' (Cherree Adams), 'What is the Purchase Requisition Number?' (RQ-0010034), 'What is the Purchase Order Number?' (PO-0009085), and 'Who is the Vendor?' (CMT).

Change Order Request

Workday Job Aid for Contingent Workers and Employees

PO Change Order Questionnaire continued

What is the Change Order Number?
(Required)

What is Current PO Amount?
(Required)

Do you need to change the Amount?

Yes
 No

For an increase type the amount, and for decrease use the (-) minus sign before the number

What is the Revised PO Total?
(Required)

PO Change Order Questionnaire continued

What other changes are needed? Note: please select all from the selection that apply.
(Required)



- Change Accounting Fund
- Change Cost Center
- Change Spend Category
- Change Program
- Change Discipline
- Change Grant Number
- Change Project Number
- Other
- N/A

Change Order Request

Workday Job Aid for Contingent Workers and Employees

PO Change Order Questionnaire continued

What other changes are needed? Note: please select all from the selection that apply. (Required)

× N/A

What is the change reason? Please be specific. (Required)

Temp assignment was extended up to June 30, 2026. Additional funds needed to pay future invoices.

enter your comment

Please process change order today and send a copy to requester. Thank you

Attachments

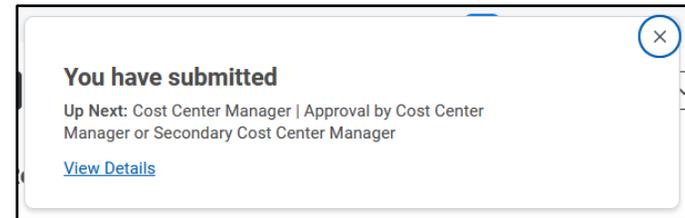
Drop files here

or

Select files

6. After completing the questionnaire, attach any relevant documentation as needed and click **Submit** to submit the change order questionnaire now, or **Save for Later** to submit it later. Click **Cancel** to stop the change order process.

7. After submitting, a confirmation shows that the request will be sent to the CCM/SCCM for approval.



8. Click the **View Details** link to see the request details. Click the **Process** tab to view the status of the request. The process history will show it is awaiting CCM/SCCM approval.

View Event Request Process: PO Change Order: Erin Hudgins

For Request: PO Change Order: Erin Hudgins

Overall Process Request Process: PO Change Order: Erin Hudgins

Overall Status In Progress

Details Process

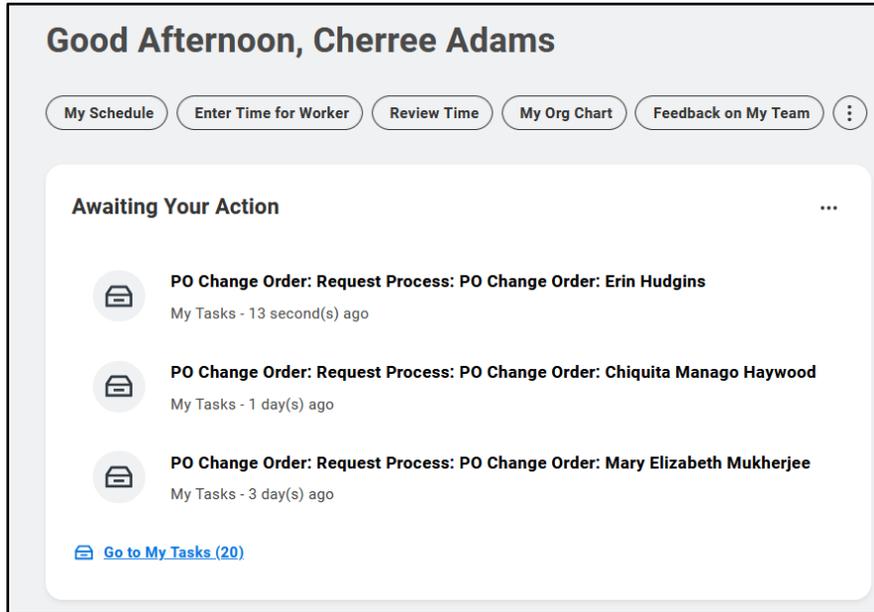
Process History 3 Items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Request	Request	Step Completed	03/05/2026 12:32:53 PM		Erin Hudgins	1	Cherree Adams on behalf of Erin Hudgins: Please process change order today and send a copy to requester. Thank you
Request	Approval by Cost Center Manager or Secondary Cost Center Manager	Awaiting Action			Alice Santoro (Cost Center Manager) Erykia Blair (Secondary Cost Center Manager)	2	

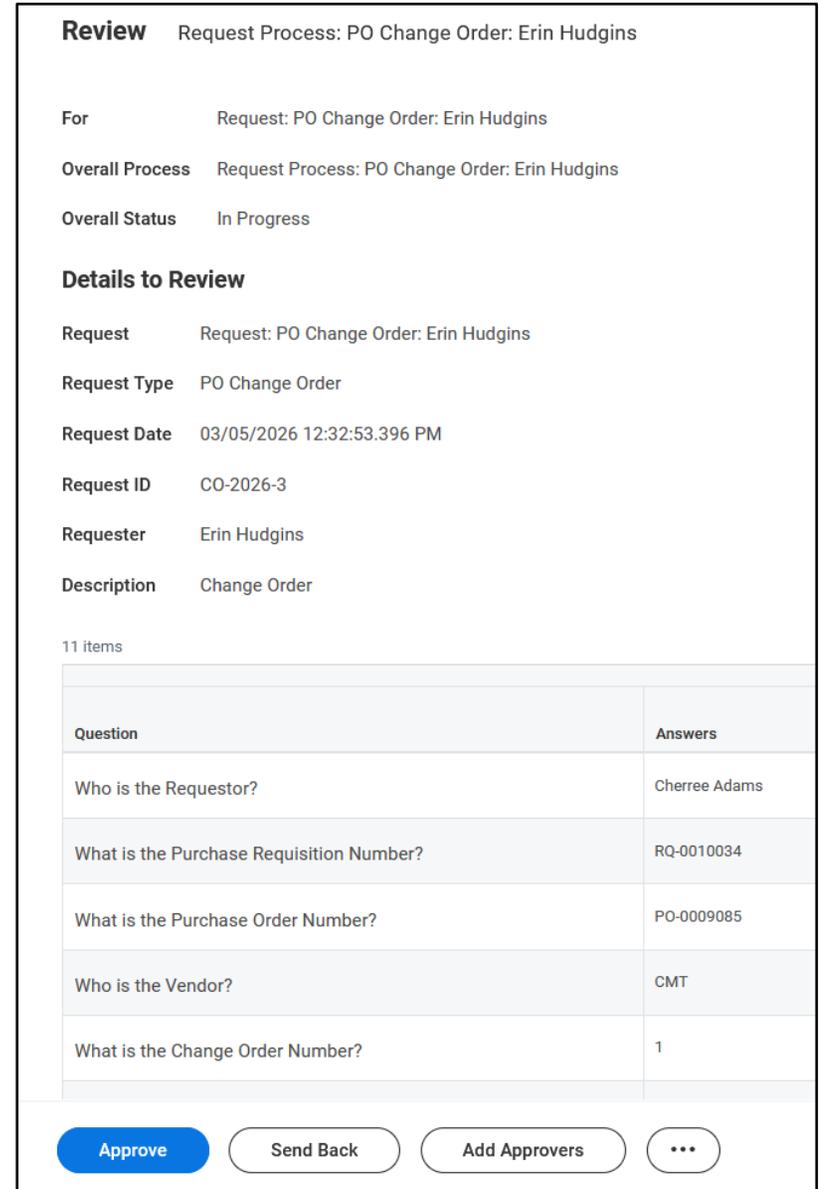
9. Once the CCM/SCCM approves the request, it will be sent to Procurement for processing, as shown in the screenshots.

Change Order Request

Workday Job Aid for Contingent Workers and Employees



10. When the buyer selects the change order request, it should look like this.



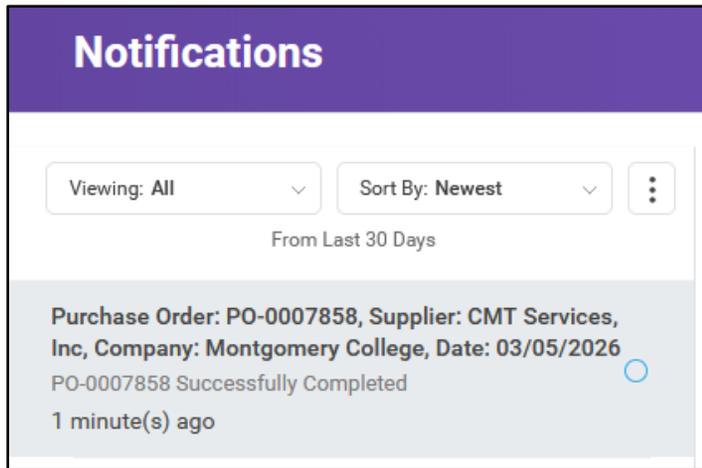
Change Order Request

Workday Job Aid for Contingent Workers and Employees

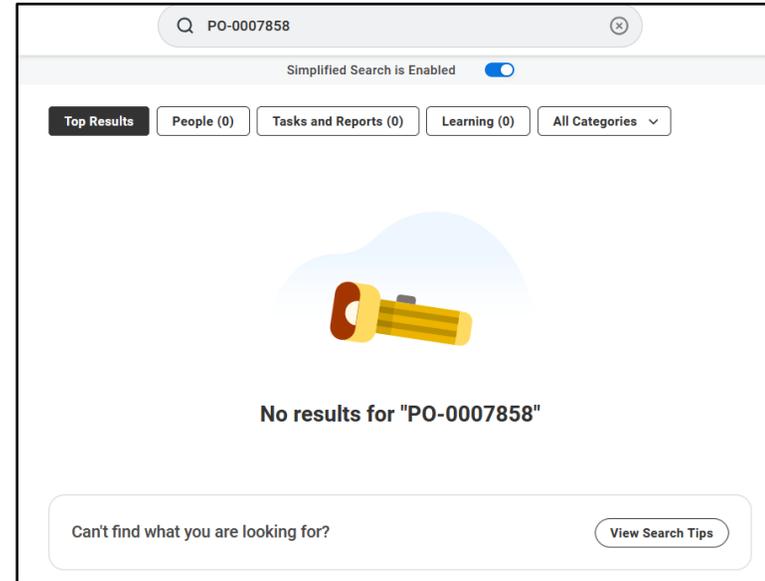
11. Once the purchasing agent has processed the change order, the requester will get a notification (the number in red). Notifications are in the top-right corner of Workday, near your profile picture/icon.



12. You will see the notification for the purchase order.



13. To print a copy of the change order (PO), put the purchase order number in the Workday search bar. If no results appear, click the **All Categories** drop-down button.



14. Under **All Categories**, click **Procurement**.



Change Order Request

Workday Job Aid for Contingent Workers and Employees

15. Click the PO number, then select **Print Run**.

The screenshot shows a navigation menu with five buttons: 'Top Results', 'People (0)', 'Tasks and Reports (0)', 'Learning (0)', and 'Procurement (6)'. The 'Procurement (6)' button is highlighted in dark grey. Below the menu, the 'Procurement' section is visible, containing three links: a blue link for 'PO-0007858' (Purchase Order), a blue link for 'Montgomery College - PO-0007858 - 03/05/2026, 9:44:14.000 AM' (Purchase Order Printing Run), and two blue links for change orders: 'CR-0019668 for PO-0007858' (Receipt) and 'CR-0022100 for PO-0007858' (Receipt).

16. Click the PDF to view a copy of the PO.

The screenshot shows a table with tabs for 'Service Lines', 'Version History', 'Process History', 'Attachments', 'Printing Runs', and 'Balances'. The 'Printing Runs' tab is active. Below the tabs, it says 'Printing Runs 9 items'. The table has three columns: 'Printed Date', 'Issue Option', and 'PDF File'. One row is visible, with the 'PDF File' cell containing a PDF icon and the filename 'PO-0007858 2026-03-05 09_43_43-0800.pdf', which is highlighted with a red box.

Printed Date	Issue Option	PDF File
03/05/2026 12:43:43 PM	Print	 PO-0007858 2026-03-05 09_43_43-0800.pdf