**105 – PO Modification Rules Date: 05/03/2012**

**Category**: Action Restricting **Type**: Static

**Description**: Employees have the ability to modify their own purchase order items as long as the item has not yet been processed (approved or denied) by the supervisor. All fields in an unprocessed item may be modified by the employee that submitted it. Additionally, as long as a Purchase Order Request is not closed, an employee may add new items to it.

Supervisors have the ability to modify PO items on their employees’ purchase order requests. They are permitted to modify the quantity, price, and location fields but once they do so they are required to enter a **reason** for this modification.

**Discovery Details:** Interview with project sponsor: Bonnie Ryan