Requesting a change to your existing Purchase Order

You will want to process a PO Change Order form through Mountaineer Marketplace if there is something that has changed on your current Purchase Order.

We are limited to what and how we can update a PO to one of our Supplier Catalog items since the transactions complete faster than other types of transactions, but PCPS will work with you to determine best course of action based on the request you submit.
You have a list to choose your type of change from, but please be as descriptive as possible to help with processing. The options to update a current PO include the following:

- Change in Account Codes
- Change in Quantity
- Change in Price
- Change in Service Dates
- Order Cancellation

If “Other” is selected, please provide a description of what you are looking to have done.

If you have already physically received an order, but have worked with the vendor to return the item and you will not be receiving a replacement for it, you will need to process an “Order Cancellation” to make sure any outstanding encumbrances on your account(s) is lifted.

Please contact pcps@mail.wvu.edu for additional help based on your specific need.