

Change Order Request

PO # (one PO per request) Request Date: College/Dept:
Vendor Name

Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

Close remaining balance on PO.

Increase Blanket Purchase Order by \$ (sales tax will be added where applicable)
Budget to be charged

Decrease Blanket Purchase Order by \$ (do not include sales tax)
(purchase orders can only be decreased by the remaining available amount)

Add authorized signer

Delete authorized signer

Cancel line(s) # description
(cannot cancel an item that has been received or invoiced)

Increase quantity on line by
Budget #

Decrease quantity on line by
Budget #

Change unit price on line to

Add the following items to the purchase order:

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

Change description on line # to

Change budget information on all lines, line(s) # to

FUND 12 Requirement – Complete if adding new department org, or project/grant#:

Program Name:	Project/Grant Number:
Program Director/Coordinator Signature:	

OTHER:

Completed should be forwarded via e-mail by an **authorized signer** to the **DO – Purchasing** mailbox.