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 ☐ Decrease quantity on line by Budget # 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#:

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Project/Grant Number:</th>
</tr>
</thead>
</table>

Program Director/Coordinator Signature:

OTHER:

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