

REQUEST FOR CHANGE ORDER

To: Purchasing & Contract Management Date: _____

Attn: _____ (Buyer who approved original P.O.)

From (Name): _____ Phone #: _____

Department: _____ P.O./REQ # _____

Supplier: _____

Please issue a change order for the above referenced Purchase Order

Please note type of change specific to P.O. line item: qty, description, unit price, cancel order, close P.O., add replacement item, add item, or other change. P.O. increases in excess of 25% of the original Purchase Order amount will require processing of a new requisition in Banner. If applicable, P.O. cancellations will be processed upon requestor's verification of completion of payments to vendor.

Justification for Change Order: _____

Please Indicate the Line Item to be changed:

P.O. Line Item #: _____

Requested Change: _____

P.O. Line Item #: _____

Requested Change: _____

P.O. Line Item #: _____

Requested Change: _____

Approved By: _____ (Budget Head)

Print Name: _____ (Budget Head)

Note to Requestors: Do not change or modify form. Purchasing will not process request if form is altered.

PLEASE FAX THIS FORM TO 831-6606