



Change Order Request Form

Requestor:	_____	Approver:	_____
Phone #:	_____	Phone #:	_____
Email Address:	_____	Email Address:	_____
Signature:	_____	Signature:	_____

Request Date:	_____	PO #	_____	Original PO Total	_____	Desired PO Total	_____
Vendor Name:	_____			\$	_____	\$	_____

Reason for Change Order: _____

*This must be provided to Procurement Services and the department approver to be processed.

Send this form to Procurement Services by email with department approver copied on email as well.