

CHANGE ORDER REQUEST FORM

(This Change Order Request Form is only required when increasing funds, changing the chartfield, or altering goods or services. An email may be submitted to decrease the amount, cancel a line, or cancel entire order)

Date _____ P.O. Number _____ Change Order Number _____

Requestor _____ Dept. _____ Ext. _____

Change(s)					
Increase Item Price	Add Shipping	Goods/Services Change	Revise Chartfield		
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Account	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Fund	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Department	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Program	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Class	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Project

ITEM	QUANTITY	U/M	DESCRIPTION	UNIT	EXT.

Reason for Change(s)

Total amount of this change order \$ _____

Revised P.O. Total \$ _____

Approved By _____ (Signature) Approver's Name _____ (Print Name)

Approver's Title _____ Date _____

FOR PROCUREMENT AND CONTRACTS USE ONLY

BUYER _____ DATE PROCESSED _____

ACTION TO BE TAKEN