

# Purchase Order Change Order Form

**Purchase Order #** \_\_\_\_\_ **Requestor:** \_\_\_\_\_  
**Vendor Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Purchasing Dept. Buyer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Reason for change:** \_\_\_\_\_  
 \_\_\_\_\_

**Check appropriate action to be taken below:**

Standing Order Increase	Standing Order Decrease
Close existing unused Purchase Order Supplier must be notified by Dept.	Final Liquidation and Close Remaining Purchase Order Balance

**Line Item Changes:**

Increase	Decrease	Line Item#	_____
Quantity	Previous Qty: _____	New Qty:	_____
Unit Price	Previous Amt: _____	New Amt:	_____
Increase	Decrease	Line Item#	_____
Quantity	Previous Qty: _____	New Qty:	_____
Unit Price	Previous Amt: _____	New Amt:	_____

**PO Previous Total:** \_\_\_\_\_ **PO New Total:** \_\_\_\_\_

**Department Head Approval:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**VP/Provost Approval: (VP/PROVOST REQUIRED FOR INCREASES ONLY)**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

**For Purchasing Use Only:**

Buyer Signature: \_\_\_\_\_ Change Order process date: \_\_\_\_\_

Change Order Number: \_\_\_\_\_

Close Confirmation Number: \_\_\_\_\_