



PURCHASE ORDER MODIFICATION REQUEST FORM

Please fill out form completely and email to purchasingunlv@unlv.edu

If you need further assistance call the main Purchasing line at 702-895-3521

Requestor: _____ Date _____

Department: _____ Phone: _____ M/S: _____

Approving Official: _____

(Approving Official signature required if Requestor does not have signature authority on the account)

Purchase Order Number

Supplier Name

ACTION REQUIRED: *(Please Choose One)*



Close PO/Un-obligate Funds



Modify Purchase Order

CHANGE REQUESTED:



Increase



Decrease



Change Account Line



Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

CHANGE REQUESTED:

Increase

Decrease

Change Account Line

Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

CHANGE REQUESTED:

Increase

Decrease

Change Account Line

Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

Purchase Order Total Amount after Modification has been completed: _____

If necessary, please attach another sheet for additional account lines or explanation of changes.