

## 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**