

Change or Close Purchase Order Request Form

Use this form to request a change to one existing purchase order; or, to request the closure of one or more existing purchase orders. If closing one or more purchase orders, please list all purchase order numbers to be closed on page 2 of this form.

If changing or closing a purchase order that is not for a subaward on a grant, send this completed form to Insurance & Purchasing Services Box 1845 or email to purchasing@brown.edu

If changing or closing a purchase order for a subaward on a grant, email this completed form to subawards@brown.edu

Please note that changes cannot be made for purchase orders that relate to contracts if the contract term has already expired.

Request Initiator: _____

Department: _____

Box # _____

Date _____

Select transaction requested:

_____ make changes to purchase order number: _____

_____ cancel purchase order number: _____

Supplier Name: _____

The order presently reads:

Req.No.:

Cost Center.:

Actual Cost/Estimate:

The order now reads as follows:

(If canceling a purchase order, please give reason for cancellation).

Use this page to list purchase order numbers to close:

PUR-_____

PUR-_____