



PURCHASE ORDER CHANGE REQUEST FORM

DATE _____

P. O. NUMBER _____

DATE
ENTERED _____

VENDOR _____

ORIGINAL P.O. TOTAL _____

CHANGE ACCOUNT/FUND AS FOLLOWS:

AMOUNT OF INCREASE _____

FROM _____

AMOUNT OF DECREASE _____

TO _____

REVISED P.O. TOTAL _____

REASON FOR CHANGE _____

REQUESTED BY _____

SIGNED BY _____

APPROVED BY _____