Purchase Order Change Request

Vendor Name: _____   PO# _____

☐ Increase Dollar Amount   Original PO Amount $_____   New PO Amount $ _____

    Budget Code _____   Amount of Increase $_____

    Budget Code _____   Amount of Increase $_____

    Budget Code _____   Amount of Increase $_____

    Budget Code _____   Amount of Increase $_____

☐ Change Budget Codes – Provide NEW codes and amounts

    Budget Code _____   Amount $_____

    Budget Code _____   Amount $_____

    Budget Code _____   Amount $_____

    Budget Code _____   Amount $_____

Reason for change   ☐ Change in Unit Price   ☐ Substitute item accepted   ☐ Shipping and handling charges

☐ Out of stock/cancelled   ☐ Incorrect account codes   ☐ Other (specify) _____

Submitted by _____ Dept. _____ Phone _____

Approved by/Date: _____

Changed in System: Name:_____ Date: _____