

PURCHASE ORDER CHANGE FORM

REQUESTOR NAME: _____ DATE: _____

PO #: _____ VENDOR NAME: _____

_____ Purchase Order Cancel

_____ Purchase Order Change Account Structure ONLY

Change From	Change To

_____ Purchase Order Increase OR Decrease (AMOUNT CANNOT EXCEED 20% OF ORIGINAL PO)

Circle One	Amount (\$)	Account Structure
Increase/Decrease		

Reason:

_____ Purchase Order Verbiage Change to Read:

_____ Other:

PRINCIPAL/DIVISION HEAD/ACCOUNTING APPROVAL _____

PURCHASING DEPARTMENT APPROVAL _____