FREMONT UNION HIGH SCHOOL DISTRICT 589 W. Fremont Ave • Sunnyvale • CA 94087

PURCHASE ORDER CHANGE FORM

REQUESTOR NAME	:		DATE:	
PO #:		VENDOR NA	ME:	
Purchas	se Order Cancel			
Purchas	se Order Change A	ccount Structure ON	ILY	
Change	Change From		Change To	
	- 4			
Purchas	se Order Increase C	OR Decrease (AMOU	NT CANNOT EXCEED 20% (OF ORIGINAL I
	One	Amount (\$)	Account Structure	
Increas	se/Decrease		100	
Reason:	:			
Purchas	e Order Verbiage (Change to Read:		
	1			
Other:	,			·
PRINCIPAL/DIVISIO	N HEAD/ACCOU	NTING APPROVA	L	
URCHASING DEPA	RTMENT APPRO	OVAL		

Distribution:

WHITE – PURCHASING • CANARY – ACCTS PAYABLE • PINK - REQUESTOR