CHANGE ORDER FORM

Any changes made to an OPEN Purchase Order MUST be done using a "CHANGE ORDER" Form.

The following changes should be listed on this form:

  Price increases, quantity changes, additional items being ordered, cancelled items,

  items being retuned, or cancelling the order.

ORIGINAL P.O.# _____

NAME OF VENDOR: _____

TOTAL AMOUNT ON ORIGINAL P.O. $ _____

CHANGES BEING MADE:

_____

_____

_____

_____

_____

TOTAL AMOUNT OF CHANGES: $_____
(deduct or add)

NEW COMPLETE TOTAL OF P.O. $_____

CHANGES REQUESTED BY: _____ DATE: _____

  ACCOUNT# (REQUIRED ONLY IF ADDITIONAL $ AMOUNT is needed):

  FUND _____

  ORG   _____

  ACCT _____

  PROG _____

  APPROVAL: _____ (sign and print)
  DATE:_____

  (NOTE: APPROVAL REQUIRED **ONLY IF** NEW COMPLETE P.O. TOTAL $ INCREASES