

Lafayette P.O. Change Order Form

Any changes made to all OPEN Purchase Order MUST be done using this "CHANGE ORDER" Form. Send completed forms to "procurement@lafayette.edu"

The following changes should be listed on this form:

Price increases, Account or FOAPAL Number changes, quantity changes, additional items being ordered, canceled items, items being returned, or canceling the order.

ORIGINAL P.O.# _____

NAME OF VENDOR: _____

TOTAL AMOUNT ON ORIGINAL P.O. \$ _____

Changes To Be Made:

TOTAL AMOUNT OF CHANGES: \$ _____
(Additions Only)

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 for **ALL Changes** to any Existing POs)