

## **CHANGE ORDER REQUEST FORM**

**REQUESTS FOR CHANGES TO PURCHASE ORDERS FROM PRIOR YEAR GENERAL FUND OR WITH POSTED RECEIPTS AND INVOICES CAN NOT BE CHANGED AND WILL BE RETURNED TO REQUESTOR.**

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_ LOCATION NAME: \_\_\_\_\_

PURCHASING GROUP (PGr): \_\_\_\_\_ REQ. \_\_\_\_\_ PURCHASE ORDER #: \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_

FUND TYPE: GENERAL ☐ CAPITAL ☐ GRANT ☐

APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
(DEPARTMENT HEAD / PRINCIPAL) (AREA BUSINESS ANALYST)

### FRAMEWORK ORDERS starting with 75

**PLACE A ☒ NEXT TO YOUR REQUEST**

- ☐ Cancel PO - No Invoices received
- ☐ Close PO to invoicing – REDUCE TO \$ \_\_\_\_\_
- ☐ Reduce Actual Limit to \$ \_\_\_\_\_
- ☐ Reduce Overall Limit to \$ \_\_\_\_\_
- ☐ Add Line to PO \$ \_\_\_\_\_

Copy to Vendor	
Y	N

#### TO INCREASE A FRAMEWORK PURCHASE ORDER:

- 1) ENTER A NEW LINE ON THE EXISTING REQUISITION (OR)
- 2) CREATE A NEW REQUISITION FOR THE AMOUNT TO INCREASE & REFERENCE THE PURCHASE ORDER TO BE INCREASED, IN THE TEXT FIELD.
- 3) REQ #: \_\_\_\_\_

### STANDARD ORDERS starting with 45

**PLACE A ☒ NEXT TO YOUR REQUEST**

- ☐ Cancel Entire PO (No Invoices/No Goods Receipt)
- ☐ Close PO to invoicing (*In table below provide invoiced unit price for each PO Line*).  
(If the item has been received, pricing cannot be changed until the receipt is reversed. If an invoice is posted to the PO, the PO cannot be changed unless a Credit has been processed and then the GR is reversed.)
- ☐ Make changes indicated below:
- ☐ Add Shipping and Handling Line PO \_\_\_\_\_

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(IF YOU NEED MORE LINES PLEASE COMPLETE AN ADDITIONAL FORM)

PO Line Item #	Increase Quantity to	Decrease Quantity to	Increase Unit Price to	Decrease Unit Price to	Cancel

**CHANGE NOTICES CAN BE FAXED OR EMAILED. DO NOT SEND DUPLICATES.**

NOTE: If you have any questions or need assistance, please call Purchasing @ 754-321-0505

\*\*\*FOR PURCHASING USE ONLY\*\*\*

- ☐ CANNOT PROCESS DUE TO BUDGET ISSUES ☐ JUST REVERSE GOODS RECEIPT IN ORDER TO PROCESS

REMARKS: \_\_\_\_\_

☐ COMPLETED DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_ INITIALS: \_\_\_\_\_