

PURCHASE ORDER DESCRIPTION CHANGE REQUEST
(For Vendor Confirmation and Warehouse Receiving Purposes Only)

This form is only for use in changing the description of an item for vendor confirmation and receiving purposes. It is NOT to be used to change quantities or to alter price. After the entire form is completed, it must be faxed to BOTH the vendor AND the warehouse. A form must be completed for EACH item change requested.

Campus: _____

Name: _____

Phone Number: _____

Vendor Name: _____

Vendor Fax Number: _____

Commodity Number ____ - ____ - ____ - ____ Brief Description of Item: _____

Purchase Order Number: _____

Line Item Number: _____

Change From: _____

Change To: _____

Discussed with Vendor: _____

Date Faxed to Vendor: _____

Date Faxed to Warehouse (936-709-7775) _____ Approved By: _____