



## PURCHASE ORDER CHANGE REQUEST FORM

DATE \_\_\_\_\_

P. O. NUMBER \_\_\_\_\_

DATE  
ENTERED \_\_\_\_\_

VENDOR \_\_\_\_\_

ORIGINAL P.O. TOTAL \_\_\_\_\_

CHANGE ACCOUNT/FUND AS FOLLOWS:

AMOUNT OF INCREASE \_\_\_\_\_

FROM \_\_\_\_\_

AMOUNT OF DECREASE \_\_\_\_\_

TO \_\_\_\_\_

REVISED P.O. TOTAL \_\_\_\_\_

REASON FOR CHANGE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY \_\_\_\_\_

SIGNED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_