

Purchase Order Change Request

Purchase Order Number:

Date:

Vendor Name:

Department:

Change Requested by:

Email Address:

Type of Change Requesting

Close PO - All items have been received and invoices paid

Cancel PO - No longer need items or service

Decrease PO (See item A)

Change account string (See item B)

Vendor has been notified

This form can not be used for increases. Please submit a requisition and reference the PO number.

Item A

Line Number

Line Number

Current Amount or QTY

Current Amount or QTY

New Amount or QTY

New Amount or QTY

New PO TOTAL:

Item B

Entire PO

Line Number

Current Account String

New Account String

Amount to change

Signature to approve use of new account string.

*****Must be signed for any account string changes*****

Name

Date