Change Order Request

PO # (one PO per request) Request Date: College/Dept:
Vendor Name

☐ Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

☐ Close remaining balance on PO. Comments:

☐ Increase Blanket Purchase Order by $ (**sales tax will be added** where applicable)
Budget to be charged

☐ Decrease Blanket Purchase Order by $ (do not include sales tax)
(purchase orders can only be decreased by the remaining available amount)

☐ Add authorized signer ☐ Delete authorized signer

☐ Cancel line(s) # description
(cannot cancel an item that has been received or invoiced)

☐ Increase quantity on line by ☐ Decrease quantity on line by
Budget # Budget #

☐ Change unit price on line to

☐ Add the following items to the purchase order (attach additional page(s) as needed):

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

quantity unit (description) at a cost of per unit

☐ Change description on line # to

☐ Change budget information on ☐ all lines ☐ lines(s) # to

FUND 12 Requirement – Complete if adding new department org, or project/grant#:

Program Name:	Project/Grant Number:
Program Director/Coordinator Signature:	

OTHER:

Completed form should be forwarded via e-mail with Supervisor approval to Timothy Deng and Lauren Zigler.