

REQUISITION & PURCHASE ORDER CHANGE REQUEST

Please read before filling-out form:

- A change order is **not required** for transportation/shipping charges. They will be automatically paid.
- A change order is **not required** when the value of the change is 10% of the original PO value up to \$100.

Req # or PO #: _____

Vendor Name: _____

Index + Account # (11 digits): _____

Increase Decrease Line # _____

Quantity Previous Qty: _____ New Qty: _____

Unit Price Previous Amt: _____ New Amt: _____

Line Description (Brief): _____

PO Previous Total: _____ PO new Total: _____

Reprint Purchase Order? Yes No

Reason for Change and/or Special Instructions:

Name: _____ Dept: _____

Date: _____ Rm#: _____ Ext: _____

Authorized Signature: _____

PLEASE FAX TO PURCHASING AT **X8572** QUESTIONS? CALL X2135