

## 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