



# CHANGE ORDER

<b>Date Requested:</b>	
Vendor Name:	
<b>PO Number:</b>	
<b>Department:</b>	
<b>Department Head (Signature):</b>	

☐ CANCEL PURCHASE ORDER ENTIRELY  
*REASON FOR CANCELLATION:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ CHANGE VENDOR TO: \_\_\_\_\_

☐ CHANGE ACCOUNT NUMBER TO: \_\_\_\_\_

☐ ADD ACCOUNT NUMBER(S): \_\_\_\_\_

☐ DELETE ACCOUNT NUMBER(S): \_\_\_\_\_

☐ ADD/CHANGE SHIPPING CHARGE: \_\_\_\_\_

☐ INCREASE/DECREASE QUANTITY OF ITEM # \_\_\_\_\_ TO: \_\_\_\_\_

☐ CHANGE DESCRIPTION OF ITEM # \_\_\_\_\_ TO: \_\_\_\_\_

☐ INCREASE/DECREASE PRICE OF ITEM # \_\_\_\_\_ TO: \_\_\_\_\_

☐ OTHER CHANGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Date of Changes:</b>	
<b>Procurement Approval:</b>	