

# B300 – 2FORM CHANGE ORDER DRAFT

**THIS FORM IS FOR INTERNAL USE ONLY**

Please email to Purchasing

**Supplier:** \_\_\_\_\_ **Purchase Order #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

1. **Cancel Order in its Entirety**

2. **Revise Purchase Order Lines as follows:**

LINE #	QTY	DESCRIPTION	LINE REVISED PRICE (No GST INCLUDED)

**Current PO total** (excluding GST) \_\_\_\_\_

**Revised PO total** (excluding GST) \_\_\_\_\_

3. **Revise Chartfields (speedcode, account) as indicated:**

\_\_\_\_\_

\_\_\_\_\_

**Reasons for Change/Additional Instructions/Comments:**

\_\_\_\_\_

\_\_\_\_\_

**Department:** \_\_\_\_\_

**Authorization:**

Budget Owner Name: \_\_\_\_\_  
(Print Name)

Budget Owner Signature: \_\_\_\_\_  
(Signature)