**Purchase Order Change Order Form**

**\*Complete only the areas to be changed. Fax to: Purchasing Office ONLY at 450-5020.**

**DO NOT DUPLICATE.**

**Purchasing use**

**only!**

**C/O**

**#\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Purchase Order #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | **Date** | :\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| **Vendor Name:** | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| **Buyer:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |  |
|  |  |  |  |  |  |  |

**Reason for change:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check appropriate action to be taken below:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Standing Order Increase | | |  | Standing Order Decrease | | |  |  |  |
|  |  | Close existing unused Purchase Order | | | | Final Liquidation and Close Remaining | | | |  |  |
|  |  | Supplier must be notified by Dept. | | | | Purchase Order Balance | | |  |  |  |
|  |  | **Line Item Changes:** | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Increase | | Decrease |  |  | Line Item# | \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | Quantity | | Previous Qty: | \_\_\_\_\_\_\_ |  | New Qty: | \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  | Unit Price | | Previous Amt: \_\_\_\_\_\_\_\_\_\_\_\_ | | | New Amt: | \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Increase | | Decrease |  |  | Line Item# | \_\_\_\_\_\_\_ |  |  |  |
|  |  | Quantity | | Previous Qty: | \_\_\_\_\_\_\_ |  | New Qty: | \_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | Unit Price | | Previous Amt: \_\_\_\_\_\_\_\_\_\_\_\_ | | | New Amt: | \_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
|  |  |  |  | | | | | | |  |  |
|  |  | **PO Previous Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PO New Total:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Approval** | |  |  |  |  |  |  |  |  |
|  |  | **Department Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **\_\_\_\_\_\_\_\_\_** | |
|  |  |  |  | **Printed** |  |  |  | **Signature** |  | Date | |
|  |  |  |  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Requestor**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **A/P Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Date Received** | | |
|  |  | **(Purchasing Use only)** | | |
|  |  |  |  |  | **Circle appropriate selection: CLOSE/ Finalize** | | | |  |  |  |
|  |  | **Department**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Buyer Initials:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  |  |  |
|  |  | **Phone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **Change Order completion date:** | | | |  |  |  |
|  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |  |  |  |
|  |  | Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

***Revised April 2019***