**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***