

Change Order Request

PO # (one PO per request) Request Date: College/Dept:
Vendor Name

Cancel Purchase Order (a purchase order can only be cancelled if there is no receiver or voucher against it)

Close remaining balance on PO. Comments:

Increase Blanket Purchase Order by \$ (sales tax will be added where applicable)
Budget to be charged

Decrease Blanket Purchase Order by \$ (do not include sales tax)
(purchase orders can only be decreased by the remaining available amount)

Add authorized signer

Delete authorized signer

Cancel line(s) # description
(cannot cancel an item that has been received or invoiced)

Increase quantity on line by
Budget #

Decrease quantity on line by
Budget #

Change unit price on line to

Add the following items to the purchase order (attach additional page(s) as needed):

quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit
quantity	unit	(description) at a cost of	per unit

Change description on line # to

Change budget information on all lines lines(s) # to

FUND 12 Requirement – Complete if adding new department org, or project/grant#:

Program Name:	Project/Grant Number:
Program Director/Coordinator Signature:	

NEW PO AMOUNT:

Completed form should be forwarded via e-mail by an **authorized signer** to Hartmaj@crc.losrios.edu.