

Request Date

PURCHASE ORDER CHANGE REQUEST FORM

Requestor: _____

Vendor: _____

Phone Number: _____

PR #: _____

Site/ Dept: _____

PO #: _____

- Increase PO
 Decrease PO
 Close/ Cancel PO
 Description Update
 Add Line Item
 Update Quantity
 Add Budget Number
 Change Budget Dollar Amount
 Change Budget Number
 Change Vendor Info

Reason For Change: *(Provide a detailed explanation of the change (s)).*

Line Item	Qty	Product Description	Account # (entire 14-digits required)	Original Dollar Amount	New Dollar Amount

Board Approval Date: _____

Please return completed form to Purchasing via E-mail, Interoffice mail, or fax to 949-936-5219

Bid #: _____

Contract #: _____

Does the vendor need an updated copy of the purchase order?

- Yes
 No

Authorized Signature