|  |  |
| --- | --- |
| [Company Name] Street Address  City, ST ZIP Code  Phone: Phone Fax: Fax | purchase Order change request form purchase order #100Date: Date |
| [VENDOR NAME]  [BUYER] | CHANGE REQUEST INCREASE IN $  DECREASE IN $  **NEW TOTAL AMOUNT FOR PO**  [AMOUNT $] |

|  |
| --- |
| REASON FOR CHANGE To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own. |

| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| --- | --- | --- | --- |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | SUBTOTAL |  |
|  | SALES TAX |  |
|  | SHIPPING & HANDLING |  |
|  | TOTAL due |  |

|  |  |
| --- | --- |
| **DEPARTMENT INFORMATION** | |
| Department |  |
| Change Request By |  |
| Extension |  |
| Email Address |  |

|  |  |
| --- | --- |
| **APPROVALS** | |
| Departmental Approval |  |
| Fund Approval |  |
| Buyer Approval |  |

This form may be attached to an email and forwarded to your departmental approver. Approvers should complete the approval section and forward this document to the Fund approver if necessary. Fully approved forms should be sent to Purchasing for processing

Please email completed form to the Purchasing Office purchasing@email.com