

**FINANCIAL MANAGEMENT  
PURCHASING DIVISION**

***CHANGE ORDER REQUEST***

**Date:** \_\_\_\_\_ **Dept:** \_\_\_\_\_

**P.O. #** \_\_\_\_\_

**Change to be made on purchase order**

**! Quantity: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**! Quantity/Dollar Amt.: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**! Cancel: (Check One)**      **Line #** \_\_\_\_\_      **Entire P.O.** \_\_\_\_\_

**! If Commission approved change, show date approved and item no.**

**Date:** \_\_\_\_\_      **Item No.:** \_\_\_\_\_

**! Other reason for change to purchase order:**

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**FORWARD THROUGH PROPER AUTHORIZED PERSONNEL**