

Purchase Order (PO) Change Request

Required Information

Date _____ Department _____ Contact Person _____

PO# _____ Phone _____ Email _____

Current PO Amount _____ Vendor _____

Action to Be Taken

Change this PO Change Order # _____ Reason _____

Renewal Option # for effective dates _____ through _____ of fiscal year _____

Cancel or Close this PO Remaining Encumbrance Balance Amount _____ Reason _____

Approvals

End User or Key Stakeholder Signature _____ Date _____

Dean, Dept. Head or Business Officer Signature _____ Date _____

Grants (if applicable) Signature _____ Date _____

Plant Funds (if applicable) Signature _____ Date _____

Stars (if applicable) Signature _____ Date _____

Requested Changes

► All open vouchers and receipts must be processed or deleted to make changes on these line items. Buyers cannot make changes to a line item with open vouchers or receipts. Complete all fields related to this specific request.

Add a New Line Item?	Line Item #	Increase or Decrease Amount	Fund	Function	Account	Dept.	Oper Unit	CC/Project	Activity	Program (if applicable)	Chartfield 2	Chartfield 3

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

New PO amount including this change order _____