

Important Reminders

- Have all open vouchers and/or receipts been processed or deleted on the lines with changes requested? (Buyer cannot make changes to a line with any open vouchers and/or receipts.)
- Complete all required information related to this specific change request. (All fields may not be used for a specific change.)
- Please add a second page for additional details.

Required Information

Department: _____ Date: _____
 Contact Person: _____ Purchase Order #: _____
 Phone: _____ Vendor: _____
 Email: _____ Change Order #: _____

Notes / reason for change(s): _____

Cancel / close purchase order reason: _____

Close remaining encumbrance balance amount: _____

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

Current PO amount before changes

Changes (Please make the changes below.)

	Increase/ Decrease Amt	Fund	Function	Account	Dept.	CC/Project	Activity	Program (if applicable)
Line Item#								
Line Item#								
Line Item#								
Line Item#								
Add a new Line Item?								

Line Item # _____ Change funding source from _____ to _____

Line Item # _____ Change funding source from _____ to _____

Line Item# _____ Increase / decrease unit price from _____ to _____

Line Item# _____ Increase / decrease unit price from _____ to _____

New PO Amount, including this Change Order: _____

Approval Signatures (Please print and sign your name.)

End User/ Key Stakeholder: _____ Date: _____

Dean / Department Head / Business Officer: _____ Date: _____

Grants (if applicable): _____ Date: _____

Plant Funds (if applicable): _____ Date: _____

Stars (if applicable): _____ Date: _____

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.