

PURCHASE ORDER CHANGE FORM

Purchase Order #: _____ Req. #: _____ Original P.O. Date: _____

Vendor: _____ Vendor #: _____

Department: _____ Account #: _____

Reason for Change: _____

Type of Change: (Please check one)

_____ Change Account Number – for all lines YES _____ NO _____ If no, specify line number _____

- Original Account Number _____

- Revised Account Number _____

_____ Increase Purchase Order

- Quantity _____ Amount _____

Line Numbers _____

_____ Decrease Purchase Order

- Quantity _____ Amount _____

Line Numbers _____

(* For City only, decrease only if Purchase Order has a change to the contract or estimated funds.)

_____ Cancel Purchase Order – for all lines YES _____ NO _____

- Total Amount to be Cancelled \$ _____

_____ Cancel Purchase Order Line(s)

Amount \$ _____ Line Numbers _____

(* Only cancel purchase orders that have had no payment applied against them.)

If this is a change to a contract, please indicate Board _____ and date approved _____.

Original Purchase Order Total Amount: \$ _____

Previous Purchase Order Total Amount: \$ _____
(If Purchase Order has previously been changed, provide the total amount of the most recent change order including all prior change orders.)

Current Change Order Amount: \$ _____
(This amount should equal the amount reflected above, under Type of Change section.)

Revised Purchase Order Total Amount: \$ _____

Signed: _____ Date: _____
(Department Head/ Authorized Representative)

Auditor/ Finance Approval _____ Date: _____

Budget Hold Override Authorization by: _____ Date: _____

Purchase Order Change Notices are reviewed to determine conformance to established Purchasing guidelines. All Change Notices must adhere to relevant agreements, bids, contracts and guidelines.

Revised: July 2007