

REQUEST FOR CHANGE ORDER

Vendor Name: _____ Vendor #: _____

Purchase Order #: _____

PLEASE COMPLETE ALL APPLICABLE LINES & RETURN TO PROCUREMENT DEPARTMENT.

1. CHANGE IN BUDGET ACCOUNT NUMBER(S)

Change in Account Number(s)	NOTE: Change orders pertaining to "GRANT FUNDED" purchases require review and approval of Executive VP & Chief Innovation Officer		
Previous FUND DEPT ACCOUNT PROG/EXPENSE	\$Amount or %	New FUND DEPT ACCOUNT PROG/EXPENSE	\$Amount Or %

2. CHANGE TO LINE/ITEM(S)

PREVIOUS LINE/ITEM				
Item/Line#	Quantity	Unit of Measure	Unit Price	Description
CHANGE/ADDITION TO LINE/ITEM				
Item/Line #	Quantity	Unit of Measure	Unit Price	Justification/Reason
NEW LINE/ITEM				
Item/Line #	Quantity	Unit of Measure	Unit Price	Justification/Reason & FUND, DEPT, ACCOUNT, PROG/EXPENSE

3. CANCEL PO

CLOSE PO

Justification/Reason:	
DOES THE VENDOR NEED A COPY OF THIS CHANGE ORDER SENT TO THEM?	PLEASE CHECK ONE: YES <input type="checkbox"/> NO <input type="checkbox"/>
REQUESTED BY:	
PRINT NAME	SIGNATURE
DATE	
APPROVED BY: <i>Division/Dept. Head or Director</i>	
SIGNATURE	DATE
AUTHORIZED BY: <i>Request requiring Procurement Manager and/or VP of Fiscal Affairs/CFO approval</i>	
SIGNATURE	DATE
SIGNATURE	DATE

4. OTHER ADDITIONAL COMMENTS: *Please explain in detail any additional comments related to the changes above attached on a separate sheet.*