

PURCHASE ORDER – CHANGE ORDER REQUEST

TO: _____ DATE: _____

FROM: _____

PURCHASE ORDER#: _____ PROJECT #: _____

PROJECT NAME: _____

VENDOR NAME: _____

DESCRIPTION OF CHANGE: _____

INCREASING: \$ _____ DECREASING: \$ _____ LINE ITEM: _____

ACCOUNT #: _____ BUDGET VERIFICATION: _____

REVISED PURCHASE ORDER AMOUNT: \$ _____

PRESENT CONTRACT TIME: _____

NUMBER OF DAYS THIS CHANGE: _____

NEW CONTRACT TIME: _____

AUTHORIZED SIGNATURE

DATE

cc: File

ATTACHMENT "A"