



Procurement Services Department
 777 Glades Road
 Bldg. 10, Room 149
 Boca Raton, FL 33431
 tel: 561.297.2748
 www.fau.edu

PROCUREMENT SERVICES CHANGE ORDER REQUEST FORM

Originating Dept./Requester: _____ Date: _____

Procurement Staff Name: _____ Vendor/Supplier Name: _____

CHANGE ORDER REASON(S) (Please complete the applicable boxes below)			
Purchase Order #	Purchase Order Date	Original Purchase Order Value	Current Purchase Order Amount
New Request to Increase PO by (List Total \$ Amount)	New Request to Decrease PO by (List Total \$ Amount)	Close PO (Indicate the Reason Below)	Other Changes (Briefly State Reason(s))
Add New Line in PO	Remove New Line in PO	Change SmartTag (List Current SmartTag and New SmartTag)	Add SmartTag (List Current SmartTag and reason why new SmartTag Added)

Administrative Approvals (Once signed, please email this form to the Procurement staff. Only one signature REQUIRED from the Originating Dept.):

Originating Department: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Originating Department Administrator: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Procurement Staff: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:
Director of Procurement: Approval Granted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature & Date:	Comments:

Please note: Approvers in WD **MUST NOT** Deny or Cancel Change Order Requests. Doing so will cause the Purchase Order to be Closed and the obligation liquidated. The Director of Procurement will sign off once the Change Order is above the competitive threshold.