

CHANGE ORDER FORM

INSTRUCTIONS:

1. Complete all fields. Incomplete forms may be rejected.
 2. Attach supporting documentation (revised quotes, contracts, invoices, etc.) to this form before submitting for approval.
 3. Route for signature approval via Adobe Sign.
- (Do not use this form to close a BPO. To close a BPO, send an email request to Purchasing)*

Requestor:	
Date:	
BPO or PO Number:	
Vendor Name:	
Reason for Change:	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>

Increase: Decrease: Amount of Change: \$ _____ GL Change:

GL Account Number:	Old Amount:	New Amount:
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total:	\$	\$

APPROVALS

Department:	
Add as needed:	
Business Services:	
District (Purchasing use only):	