

Change to Purchase Order Request

INSTRUCTIONS

ALL requests to make any changes to a purchase order, **MUST use this form and be very specific as to the reason for the change.** If a satisfactory initial explanation is not provided, the form will be returned for additional detail. This will delay payment to the vendor and may result in an additional cost to the district. All change orders exceeding \$50,000, or that will cause the original PO to exceed \$50,000, will be submitted to the board of education for approval.

INITIATOR AND PURCHASE ORDER INFORMATION

Date of Request: _____

Initiator: _____ Requesting School/Dept: _____

PO Number: _____ Vendor: _____

Original Account # : _____ Original Dollar Amount: \$ _____

If available: Invoice Number: _____ Invoice Date: _____

PURCHASE ORDER CHANGE INFORMATION

1. Reason for needed change: ☐ Cancel PO ☐ Price Increase ☐ Qty Change ☐ Shipping Charges

☐ Product Change ☐ Account Number Change: From - _____ To - _____

☐ Other: _____

2. Give line item details below of price change:

Item #	Qty	Brief Item Description	Original Unit Price	New Unit Price	+ or - Unit Difference	Total Line Item Change Amount

TOTAL MONETARY CHANGE TO PO: Circle one: (+) or (-) \$ _____

3. Give a detailed explanation for change: _____

Authorized Signature of Director or Principal: _____

Date: _____

INTERNAL USE ONLY:

☐ Approved; make payment for the amount \$ _____

☐ Cancel – No Payment

☐ Other: _____

Notes: _____

Purchasing Agent _____

Date: _____