

## **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. <u>All change orders exceeding \$50,000</u>, or that will cause the original PO to exceed \$50,000, will be submitted to the board of education for approval.

TOR	AND PURCHASE ORDER INI	FORMATI	ON				
Date of Request:							
		Requesting School/Dept:					
oer: _		Vendor:	:				
ct Cha	ange O Account Number Change	e: From			To		
line	item details below of price cha	ange:					
Qty	Brief Item Description			New Unit Price	+ or - Unit Difference	Total Line Item Change Amount	
		. , . , ,					
Authorized Signature of Director or Principal:					Date	Date:	
O Approved; make payment for the amount \$ O Cancel – No Payment O Other: Notes:						Purchasing Agent Date:	
	Accounter Inches	Account # :	Deer:	Reque	Date of Request:	Date of Request:	

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