



Purchase Order Modification Form

1	Requester: _____ Phone: _____ Site: _____ Date: _____
	Approval signature: _____ Budget authority: _____ (Note: must have signature authority for this Budget Code)
	P. O. number: _____ Vendor name: _____
	Original P. O. Amount: \$ _____ Revised P. O. Amount: \$ _____
Action Required (please check one):	
<input type="checkbox"/> Cancel order in its entirety/disencumber funds (submit to Purchasing) <input type="checkbox"/> Modify P.O. (complete Section 2 below)	

2	Change requested:
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Change account code <input type="checkbox"/> Add/split account code
	Line item number: _____ Quantity: _____ Unit of measure: _____ Unit price: \$ _____
	Current account code: _____
	Revised account code(s): _____ Dollar amount: \$ _____ _____ Dollar amount: \$ _____
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Change account code <input type="checkbox"/> Add/split account code
	Line item number: _____ Quantity: _____ Unit of measure: _____ Unit price: \$ _____
	Current account code: _____
	Revised account code(s): _____ Dollar amount: \$ _____ _____ Dollar amount: \$ _____
	<input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/> Change account code <input type="checkbox"/> Add/split account code
	Line item number: _____ Quantity: _____ Unit of measure: _____ Unit price: \$ _____
	Current account code: _____
Revised account code(s): _____ Dollar amount: \$ _____ _____ Dollar amount: \$ _____	
Reason for change: _____	

For Purchasing Office use only	Modified by: _____ Change order number: _____ Date: _____
	<input type="checkbox"/> P. O. faxed to vendor <input type="checkbox"/> Notified vendor by phone <input type="checkbox"/> Mailed to vendor <input type="checkbox"/> Notification not required