



Purchase Order Change Request Form

Program Office: _____

Requester Name: _____

Vendor Name: _____

PO Number: _____

If the PO is being closed out, have all invoices been paid? Yes, all invoices have been paid.

Has a copy of the PO been included with this form? Yes, a copy of the PO has been included.

Type of Change Requested:

Price Adjustment Cost Center Change Modification Add a Line

Internal Order Change Increase PO Close PO

*Detailed Instructions required in the space provided below and supporting documentation is required for all price adjustments. Price changes should include the line item changes and new PO totals. If adding a new line, please include funding details. All Change Orders must include a copy of the PO.

Requester Signature: _____ Date: _____

Bureau Director or Above: _____ Date: _____