



Purchase Order Change Request Form

Program Office: _____

Requestor Name: _____

Vendor Name: _____

Purchase Order Number: _____

Type of Change Requested:

- De-Obligation
- Price Adjustment
- Cost Center Change
- Modification
- Close PO
- Internal Order Change
- Increase PO
- Other

**Detailed Instructions required in the space provided below and supporting documentation is required for all price adjustments.*

Requestor Signature *Date*

Bureau Director or Above *Date*

Office of Procurement Use

- Approved
- Rejected

Comments: