

PROCUREMENT OFFICE  
 Modoc Hall 3005  
 Telephone #: 278-7322  
 Dept. Zip Code: 6008

## AMENDMENT REQUEST FOR PURCHASE/SERVICE ORDER

ADJUST EXISTING ORDER

PO#:

Supplier:

Buyer Name:

<p><b>ADJUSTMENT(S) REQUIRED:</b></p> <p><input type="checkbox"/> Please cancel entire order.</p> <p><input type="checkbox"/> Please cancel items listed below.</p> <p><input type="checkbox"/> Vendor name change. (Note: Changing a vendor name will result in the cancellation of the order and a new purchase order number being issued)</p> <p><input type="checkbox"/> Other, specify:  <input style="width: 100%; height: 20px;" type="text"/></p>	<p><b>Does Vendor need a copy of the Amendment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If Yes, provide Contact Name:</b>  <input style="width: 100%; height: 30px;" type="text"/></p> <p><b>Note:</b> If adding a new line you must provide the chartstring.</p>
---	--

\*\*NOTE: ONLY ITEMS LISTED BELOW ARE AFFECTED BY THIS AMENDMENT\*\*

Line Item #	Amended purchase order to read as follows: Description				Quantity	Unit	Unit Price	Extension
<b>Account</b>					<b>Fund</b>	<b>Dept ID</b>	<b>Class</b>	<b>Subtotal before tax</b>
								<b>Sales tax</b>
Reason for change:	<input style="width: 100%; height: 100%;" type="text"/>						<b>Previous Total of PO</b>	<b>Amended Total of PO</b>
							\$ <input style="width: 80%;" type="text"/>	\$ <input style="width: 80%;" type="text"/>
							<b>TOTAL INCREASE/DECREASE:</b> (circle one) \$ <input style="width: 80%;" type="text"/>	

<b>REQUESTING DEPARTMENT USE ONLY</b>			
AUTHORIZED BY: <input style="width: 90%;" type="text"/>	DATE: <input style="width: 80%;" type="text"/>		
DEPARTMENT: <input style="width: 90%;" type="text"/>			
CONTACT PERSON: <input style="width: 80%;" type="text"/>	PHONE NO: <input style="width: 80%;" type="text"/>	DATE: <input style="width: 80%;" type="text"/>	

<b>PROCUREMENT APPROVAL</b>			
BUYER'S INITIALS: <input style="width: 80%;" type="text"/>	DATE: <input style="width: 80%;" type="text"/>	DATA ENTRY CLERK: <input style="width: 80%;" type="text"/>	<input type="checkbox"/> COMPLETED <input style="width: 80%;" type="text"/> <input type="checkbox"/> CANCELLED <input style="width: 80%;" type="text"/>