

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:

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| <p>ADJUSTMENT(S) REQUIRED:</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: 30px;" type="text"/></p> | <p>Does Vendor need a copy of the Amendment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, provide Contact Name: <input style="width: 100%; height: 30px;" type="text"/></p> <p>Note: If adding a new line you must provide the chartstring.</p> |
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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 | | | | |
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| | | Account | | Fund | Dept ID | Class | Subtotal before tax | | |
| | | | | | | | Sales tax | | |
| Reason for change: | <input style="width: 100%; height: 100%;" type="text"/> | | | | | Previous Total of PO | | Amended Total of PO | |
| | | | | | | \$ <input style="width: 80%;" type="text"/> | | \$ <input style="width: 80%;" type="text"/> | |
| | | | | | | TOTAL INCREASE/DECREASE: | | \$ <input style="width: 80%;" type="text"/> | |

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| REQUESTING DEPARTMENT USE ONLY | | | |
| 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"/> | |

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| PROCUREMENT APPROVAL | | | |
| 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 DATE: <input style="width: 80%;" type="text"/> |