

San Francisco, CA 94132

P.O. CANCELLATION / CHANGE REQUEST FORM

Requester:		Date:]				
Buyer:							
OPTION 1: Cancellation of P.O.							

P.O. Number:

Purchase Order will be liquidated in its entirety. No further transaction will be allowed. Add additional pages if necessary.

COMMENTS				



PROCUREMENT & SUPPORT SERVICES BUSINESS OPERATIONS

1600 Holloway Avenue, Corporation Yard 140 San Francisco, CA 94132

	OPTION 2: Change Order Request					
P.O. Number	Line No./ Schedule No.	Current Distribution Chartfield	New Distribution Chartfield Changes <i>(If any)</i>	Original Schedule Amount	Decrease Amount	New Schedule Amount or Balance remaining

	COMMENTS	

Signature of Requester	Date	Signature of Approver	Date
Name:		Name:	
Title:		Title:	
Dept:		Dept:	