

How to Complete a PO Change Request Form

PO CHANGE/FINALIZATION REQUEST FORM

Date:	<u>TODAY'S DATE</u>	<u>YOUR APPROVER'S SIGNATURE</u>
		Authorized Signature
To Buyer:	<u>BUYER'S NAME</u>	<u>YOUR APPROVER'S NAME</u>
		Printed Name
From:	<u>YOUR NAME</u>	<u>YOUR EXTENSION</u>
		Extension

Part I - Finalization of PO

PO Number(s): _____
(Purchase Order will be liquidated in its entirety. No further transaction will be allowed.)

Part II - Change Order Request

PO Number	Line No./ Schedule No.	Current Distribution Chartfield	New Distribution Chartfield Changes (If any)	Original Schedule Amount	Decrease Amount/ Invoiced Amount	New Schedule Amount
2201401234	1	660003-NG001-6075	660003-TC001-6075	\$25,000.00	\$10,000.00	\$ 15,000.00
P140001	1	660003-NG001-6075	660003-TC001-6075	\$50,000.00	\$0.00	\$ 50,000.00

Comments: _____

***Please type on the form. Do NOT handwrite it.**