

How to Complete a PO Finalization Request Form

PO CHANGE/FINALIZATION REQUEST FORM

Date: TODAY'S DATE YOUR APPROVER'S SIGNATURE

Authorized Signature

To Buyer: DEANNA TAM YOUR APPROVER'S NAME

Printed Name

From: YOUR NAME YOUR EXTENSION

Extension

Part I - Finalization of PO

PO Number(s): LIST OF POS

(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	New Schedule Amount

Comments: _____

***After submitting this form to Purchasing Dept., we will cancel and liquidate the funding back to your account.**