



## INSTRUCTIONS:

- The Change Order Request Form is used to request specific updates to existing Purchase Orders.
- This form will NOT allow new products to be added to an existing Purchase Order.
- For any requests involving **Price Increase, Quantity** or **Account Code** modifications, the resulting funding amount must be entered in the field labeled **"Additional Price to be Encumbered"**.

### Change orders should only be used for the following:

- Increasing/Decreasing the dollar amount on a PO
- Increasing/Decreasing the quantity on a PO
- Change the accounting code for RF & State POs
- Canceling the entire PO
- Canceling individual PO Lines

## REQUEST DETAILS:

### Purchase Order Information

(PR & PO Numbers for requested changes)

Original Requisition #:

Original PO Number:

### Supplier Notification

If applicable, has  
Supplier been notified of  
this change? ☐ Yes  
☐ No

**Note:** Selecting Yes below to re-distribute the modified PO to the Supplier **could result in a duplicate order**. Is it your responsibility to determine if the Supplier needs to receive the modified PO.

Resend Modified PO to  
Supplier? ☐ No  
☐ Yes, PO will be  
re-sent to Supplier

### Type of Change Requested

Choice	Type	Use
<input type="radio"/>	<b>Increase/Decrease Dollar Amount</b>	The price for an existing PO Line(s) that need to be modified. Use the <b>PO Line Details</b> section to detail the change.
<input type="radio"/>	<b>Quantity Change</b>	The Quantity for an existing PO Line(s) need to be modified. Use the <b>PO Line Details</b> section to detail the change.
<input type="radio"/>	<b>Account Code Change</b>	Account Codes for an existing PO Line(s) need to be modified. Use the PO Line Details section to detail the changes.
<input type="radio"/>	<b>Cancel Entire PO</b>	The existing PO has never been received/ invoiced and is no longer needed.
<input type="radio"/>	<b>Cancel PO Line(s)</b>	The indicated PO Line(s) have never been received/invoiced and are no longer needed.
<input type="radio"/>	<b>Other</b>	Other type of change/modification. Use the <b>Explanation of Change(s)</b> to provide details.

## PRICE/COST INCREASE:

- The **"Additional Price to be Encumbered"** should reflect the TOTAL Cost Increase as a result of an Amount Increase, Quantity or Account Code modification. (For other request types it can be left blank.)
- Details of the **Additional Price to be Encumbered** should be documented in the **Change Explanation/Details** section. \*Attach supporting documentation indicating affected line items.

Additional Price to be Encumbered:

### PO Line(s) Details

### Change Explanation/Details