

**UNIVERSITY OF NORTH ALABAMA
PURCHASE ORDER CHANGE REQUEST**

Date: _____

FROM: _____ DEPT: _____
(Signature: Dean, Director or Dept. Chair)

Requestor: _____ Phone: _____

Purchase Order #: _____ Vendor Name: _____

Please make the following change(s):
.....

☐ Increase ☐ Decrease Quantity of Line ____ From ____ To ____

☐ Increase ☐ Decrease Unit Price of Line ____ From ____ To ____

☐ Increase ☐ Decrease Total Order Cost From ____ To ____

☒ ADD new Line Item Description: _____

Qty: ____ Unit Price \$ ____ Ext. Price \$ ____

.....
☐ Cancel Purchase Order ☐ Cancel Requisition R# _____

☐ Cancel to Change Vendor to: _____ L# _____

.....
☐ Budget Correction

	Index	Fund	Org	Acct	Prog
From					
To					

.....
Reason for change: _____

Attach new quote or any other items clarifying change request
Send form to purch@una.edu