

**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 Procurement Office: RM21 BG / Fax x4329**