REQUEST FOR PURCHASE ORDER CHANGE

FOR INTERNAL USE ONLY

Virginia Polytechnic Institute and State University - Procurement Department (0333)

Please retain a copy of this form for your files				
Date (m/d/yyyy)	Department	Mail Code	e	
Purchase Order #	Purchase Order Date (m/d/yyyy)	Vendor		
Signature of person authorized to sign requisitions		Org/Fund/Account		
Name	Title			
ORDER NOW READS:				
	SAME	Original Total \$		
	LD BE CHANGED AS FOLLOWS: (s) and Catalog Number(s)	Quantity	Unit Price	Amount
- 100				
			New Total	\$
	BLANKET ORDERS ONLY:			
	three of \$e been sent to the Controller's Office at lea	st seven (7) working days	s prior to this re	equest
REASON FOR CHANGE: (I	Be specific)			
2. Attach a copy of any cor	ission and instructions from the vendor to respondence you have received from the vendor to by this change been received from the vendor to receive from the vendor to respond from the	endor concerning this ma	tter.	resNo
FOR PROCUREMENT DE	PARTMENT USE ONLY			
Buyer's Approval	Dated	Change Order No.		
Request Approved	Dated	Formal Change Required		
Request Approved	Dated		Yes	No
VENDOR TO RECEIVE CO	PY: Yes No	No Cancel Requisition: Yes No		