# 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 _____ Department _____ Mail Code _____

Purchase Order # _____ Purchase Order Date _____ Vendor _____

Signature of person authorized to sign requisitions

_____

Name Title

Org/Fund/Account

_____

ORDER NOW READS:

**SAME**

Original Total $_____

PURCHASE ORDER SHOULD BE CHANGED AS FOLLOWS:

| Item No. | Description of Item(s) and Catalog Number(s) | Quantity | Unit Price | Amount |
|---|---|---|---|---|
| | | | | |
| | | | New Total | $ |

FOR CANCELLATION OF BLANKET ORDERS ONLY:

1. Close out remaining balance of $_____
2. I certify all invoices have been sent to the Controller's Office at least seven (7) working days prior to this request

REASON FOR CHANGE: (Be specific)

1. Have you received permission and instructions from the vendor to cancel and/or return the item(s)? ☐ Yes ☐ No
2. Attach a copy of any correspondence you have received from the vendor concerning this matter.
3. Have the item(s) affected by this change been received from the vendor? ☐ Yes ☐ No

**FOR PROCUREMENT DEPARTMENT USE ONLY**

Buyer's Approval _____ Dated _____ Change Order No. _____

Request Approved _____ Dated _____ Formal Change Required

Request Approved _____ Dated _____ _____ Yes _____ No

VENDOR TO RECEIVE COPY: _____ Yes _____ No

REVISED 02/07/2014