

**Virginia Polytechnic Institute and State University**

Blacksburg, Virginia 24061

## **Purchase Order Change**

**Purchase Order Number:**

**Date:**

**Change Number:**

**Date:**

**Supplier Name and Address:**

**Requisition Number:**

**Ship To Address:**

Virginia Polytechnic Institute and State University

**Invoice To:**

Virginia Polytechnic Institute and State University  
Accounts Payable (0312)  
North End Center Suite 3300  
300 Turner Street NW  
Blacksburg, Virginia 24061

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**Account/Fund/Org Number:**

**Current Total:**

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**You are hereby requested to make the following change(s):**

**Change Order to Read:**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>

**New Total**

**Reason for Change:**

**Authorized Approver Signature:**

**Procurement Approval:**