

Virginia Polytechnic Institute and State University  
Blacksburg, Virginia 24061

Purchase Order Change

Purchase Order Number:

Date:

Change Number:

Date:

Requisition Number:

Ship To Address:

Virginia Polytechnic Institute and State University

Supplier Name and Address:

Invoice To:

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

Account/Fund/Org Number:

Current Total:

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

Change Order to Read:

Item	Description	Quantity	Unit	Unit Price	Amount

New Total

Reason for Change:

Authorized Approver Signature:

Procurement Approval: