



ASB Purchase Order Revision

| | |
|---------------------------|--------------------------|
| VENDOR INFORMATION | Purchase Order # _____ |
| | Requisition # _____ |
| | Vendor # _____ |
| | School/Department: _____ |
| | Contact/Phone # _____ |

The following revisions are hereby authorized on the above referenced Purchase Order.

REASON FOR CHANGE - PLEASE CHECK THE APPROPRIATE BOX:

☐ Code change
 ☐ Monetary Change
 ☐ Disencumbrance
☐ Increase
 ☐ Decrease

| DESCRIPTION | NEW AMOUNT |
|-------------|------------|
| | |

Current PO Extended Price (Including Tax): _____

Additional Shipping Cost (Including Tax): _____

Sales Tax on New Amount: _____

Revised PO Extended Price Including Tax: \$ _____

PO CODING ADJUSTMENTS

| GENERAL FUND | ASB | CAPITAL PROJECTS |
|------------------|------------------|------------------|
| Debit: \$ _____ | Debit: \$ _____ | Debit: \$ _____ |
| Credit: \$ _____ | Credit: \$ _____ | Credit: \$ _____ |

| | | |
|------------------|------------------|------------------|
| Debit: \$ _____ | Debit: \$ _____ | Debit: \$ _____ |
| Credit: \$ _____ | Credit: \$ _____ | Credit: \$ _____ |

AUTHORIZED BY

DATE

PURCHASING APPROVAL

DATE
