

Purchase Order Revision

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

REASON FOR CHANGE - PLEASE CHECK THE APPROPRIATE BOX:

Code change

Monetary Change

Increase

Decrease

DESCRIPTION (Please specify what needs to change, including line number, account code, etc.):	AMOUNT BEING ADDED/REDUCED:

Current PO Extended Price (Including Tax):

Additional Shipping Cost (Including Tax):

Sales Tax on New Amount:

Revised PO Extended Price Including Tax: \$

These revisions are hereby authorized for the above referenced Purchase Order.

AUTHORIZED BY

DATE _____

PURCHASING APPROVAL

DATE _____