

**UNIVERSITY OF NORTH ALABAMA  
PURCHASE ORDER CHANGE REQUEST**

Date: \_\_\_\_\_

FROM: \_\_\_\_\_ DEPT: \_\_\_\_\_  
(Signature: Dean, Director or Dept. Chair)

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

**Please make the following change(s):** .....

Increase  Decrease Quantity of Line \_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Increase  Decrease Unit Price of Line \_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Increase  Decrease Total Order Cost From \_\_\_\_\_ To \_\_\_\_\_

ADD new Line Item Description: \_\_\_\_\_

Qty: \_\_\_\_\_ Unit Price \$ \_\_\_\_\_ Ext. Price \$ \_\_\_\_\_

.....  
 Cancel Purchase Order  Cancel Requisition R# \_\_\_\_\_

Cancel to Change Vendor to: \_\_\_\_\_ L# \_\_\_\_\_

.....  
 Budget Correction

	Index	Fund	Org	Acct	Prog
From					
To					

.....  
Reason for change: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach new quote or any other items clarifying change request  
Send form to Procurement Office: RM21 BG / Fax x4329