

IMPORTANT: Invoices that do not exceed 15% or (\$300) of the original PO amount can be processed without a formal Change Order. In any case, the total of all change orders can not exceed 25% of the original purchase order.

Date: Purchase Order No: Requestor Name:

Department: Vendor Name:

Vendor J#:

Original PO Amount New PO Amount

	Action		Description	Qty	Unit Price	Total of Change
Add New	Increase	Decrease				
Add New	Increase	Decrease				
Add New	Increase	Decrease				