

Office of Procurement CHANGE ORDER REQUEST FORM

Please use this form to request the value of a purchase order be increased or decreased, account number changed, or any other required changes to a purchase order. This form may be submitted to the Procurement Office via interoffice mail, e-mail, or by fax @(240-567-6397). Be sure to address the request to the appropriate Purchasing Agent as shown on your purchase order.

Date: _____ Change requested by: _____/_____
Requestor Name Phone Extension

Approved by: _____/_____
Account Manager Phone Extension

Purchase Requisition No. _____ Purchase Order No. _____

Vendor Name: _____

Change Order Request # _____ Current PO Amount \$ _____

Increase PO by \$ _____ Decrease PO by \$ _____

Change Reason _____

Change Account Number: Fund _____ Cost Center _____

Spend Category _____ Program _____ Discipline _____

Grant No. _____ Project No. _____

Change Reason _____

Other Changes: _____

[Reference line item(s) if applicable]

Revised Purchase Order Total \$ _____