

CHANGE ORDER REQUEST

This request may be e-mailed or faxed (240-567-6397) to the Procurement Office. Please address the e-mail request to the appropriate buyer as shown on your purchase order.

Date: _____

Change requested by: _____ / _____
Ext.

Approved by: _____ / _____
Account Manager Ext.

Req. # and/or Purchase Order # _____

VENDOR _____

Change Request # _____ Current PO Value \$ _____

Increase PO by \$ _____ Account(s) _____

Reason _____

Decrease PO by \$ _____ Account(s) _____

Reason _____

[Reference line item(s) if applicable]

Revised Purchase Order Total \$ _____