

REQUEST FOR CHANGE ORDER

Prepared By _____ Telephone No. _____ Date _____

Delivery Site: CCC DIST GWC KOCE OCC

CHANGES TO THE ORIGINAL ORDER	
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	EXTEND VALID DATE
<input type="checkbox"/>	CANCEL ENTIRE ORDER
<input type="checkbox"/>	CANCEL ITEMS
<input type="checkbox"/>	CHANGE DESCRIPTION
<input type="checkbox"/>	ADD SHIPPING
<input type="checkbox"/>	ADDITIONAL ITEMS
<input type="checkbox"/>	CHANGE PRICING
<input type="checkbox"/>	CHANGE DELIVERY DATE
<input type="checkbox"/>	CHANGE QUANTITY
<input type="checkbox"/>	CHANGE BUDGET NUMBER
<input type="checkbox"/>	ADD BUDGET NUMBER
<input type="checkbox"/>	INCREASE DOLLAR AMOUNT
<input type="checkbox"/>	DECREASE DOLLAR AMOUNT

VENDOR INFORMATION		
NAME		
ADDRESS		
CITY		
ATTENTION		
OUR P.O. NUMBER	DATE OF P.O.	CHANGE MADE BY

ITEMS BELOW REFLECT CHANGES ONLY

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<h1>REQUEST FOR CHANGE ORDER</h1>					

BUDGET NUMBERS		PREVIOUS TOTAL	TOTAL PRICE
		CHANGE AMOUNT	
		TAX	
VENDOR NUMBER		NEW P.O. TOTAL	

APPROVALS	FOR PURCHASING USE ONLY
<p>ADMINISTRATOR/MANAGER</p> <hr/> <p>FUNDED PROJECT</p> <hr/> <p>PRESIDENT, VICE PRESIDENT ADMINISTRATIVE SERVICES, OR VICE CHANCELLOR</p> <hr/>	<p>DO NOT WRITE IN THIS AREA</p> <hr/> <p>APPROVED BY _____ DATE _____</p> <hr/> <p>ASSIGNED TO _____</p> <hr/>