



PURCHASE ORDER AMENDMENT/SUPPLEMENT

Vendor Name: _____

Today's Date: _____

PO Number: FOO

**Requester: _____

Org Key/Object Code: _____

Requester's Phone: _____

*** The ammended purchase order will be mailed to*

**Requester's Dept: _____

Funding for the above Purchase Order is authorized to be in the amount of: \$ _____

Change in Pricing From: _____ To: _____

All other specifications, terms and conditions remain the same.

Original Purchase Order Amount: _____
Decrease: < _____ >
Increase: _____
Amended Purchase Order Amount: \$ _____

OPTIONAL (to the vendor)

- Mail revised PO to vendor
 - Fax revised PO to vendor
 - Email revised PO to vendor
 - Do not send PO to vendor
- Fax #: _____
Email address: _____

Dept. Approval (requesting revision)

CPC Analyst Approval

CPC Management Approval

Internal Office use only: Accounts Payable

Requisition #:

Purchase Order #:

Certificates of Insurance on file: Yes No N/A

Vendor #: _____