

PURCHASE ORDER AMENDMENT/SUPPLEMENT

Vendor Name: _____
 PO Number: FOO
 Org Key/Object Code: _____

Today's Date: _____
 **Requester: _____
 Requester's Phone: _____
 **Requester's Dept: _____

*** The ammended purchase order will be mailed to the department automatically ***

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

_____ **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 #: _____