

**PURCHASE ORDER  
CHANGE REQUEST**

VICTOR VALLEY UNION HIGH SCHOOL DISTRICT  
16350 MOJAVE DRIVE  
VICTORVILLE, CA 92395  
(760)955-3201

VENDOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUEST DATE: \_\_\_\_\_  
OUR P.O. NUMBER: \_\_\_\_\_  
P.O. DATE: \_\_\_\_\_  
SCHOOL/DEPT: \_\_\_\_\_

**PLEASE CHANGE OUR PURCHASE ORDER AS FOLLOWS**

- REQUIRED CHANGE       CANCEL THE FOLLOWING       CANCEL ENTIRE ORDER

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUDGET# \_\_\_\_\_

ORIGINAL PO AMOUNT: \$ \_\_\_\_\_

NEW PO AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_  
SCHOOL/DEPT APPROVAL

\_\_\_\_\_  
PURCHASING APPROVAL

Send all copies to Purchasing for Approval

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