



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
16350 MOJAVE DRIVE
VICTORVILLE, CA 92395
(760)955-3201 ext. 10211

PURCHASE ORDER CHANGE REQUEST

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 copy of CHANGE ORDER to vendor

Send all copies to Purchasing for Approval