

Folsom Cordova Unified School District

PURCHASING DEPARTMENT

1965 Birkmont Drive
Rancho Cordova, CA 95742

Phone (916) 294-9000 Ext. 104340 Fax (916) 294-2472

CHANGE ORDER

Vendor:	Purchase Order #
Address:	
	Date: (original PO date)

School Unit/Department and address:

Change Order #	Date: (today's date)
Please increase/decrease our total amount not to exceed \$	

Reason for this change order:
In House Only: Yes No If yes, Purchasing will NOT send a copy to the vendor.

Account Code:
Amount was: \$
Add/Subtract: \$
New Total: \$

Principal or Department Head	Supervisor of Purchasing/Accounts Payable
	cc: Purchasing Department
	Accounting Department
Director of Fiscal Services	Originating School/Department

ALL TERMS AND CONDITIONS ON ORIGINAL ORDER REMAIN UNCHANGED