



LOCATION:
(Department or school name)

CHANGE ORDER TRACKING NUMBER:
(INTERNAL USE ONLY)

Vendor:

Today's Date:

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

A Purchase Order is a contract entered into by the District and a vendor that establishes pricing, delivery, and other terms and conditions related to the receipt of good or services. This form is ONLY to be used for making changes to existing purchase orders.

Provide detail information on why the change is needed to the Purchase Order (Required Field):

Account Number	Increase	Decrease		Amount
	Increase <input type="text"/>	Decrease <input type="text"/>	1	
	Increase <input type="text"/>	Decrease <input type="text"/>	2	
	Increase <input type="text"/>	Decrease <input type="text"/>	3	
	Increase <input type="text"/>	Decrease <input type="text"/>	4	
	Increase <input type="text"/>	Decrease <input type="text"/>	5	
	Increase <input type="text"/>	Decrease <input type="text"/>	6	
	Increase <input type="text"/>	Decrease <input type="text"/>	7	
	Increase <input type="text"/>	Decrease <input type="text"/>	8	
	Increase <input type="text"/>	Decrease <input type="text"/>	9	
	Increase <input type="text"/>	Decrease <input type="text"/>	10	
	Increase <input type="text"/>	Decrease <input type="text"/>	11	
	Increase <input type="text"/>	Decrease <input type="text"/>	12	
	Increase <input type="text"/>	Decrease <input type="text"/>	13	
	Increase <input type="text"/>	Decrease <input type="text"/>	14	
		Total Increase/Decrease		\$ -

THE CONTRACT/PO IS CHANGED AS FOLLOWS:

Amounts

The Original Purchase Order or Contract Sum

Net Change Unchanged Increase Decrease

The New Purchase Order and/or contract sum of the Purchase Order

By signing below, I approve the changes to the Purchase Order

Department/School Signature of Person Completing this form:

Authorized Signature: _____ Date: _____

Budget Services Signature: _____ Date: _____

Procurement Official Signature: _____ Date: _____

THE VENDOR IS AUTHORIZED TO MAKE THE CHANGE(S) DESCRIBED ABOVE.

Director of Procurement Services or Designee

Date

NOT VALID UNLESS SIGNED BY THE DIRECTOR OF PURCHASING

INCREASES OF \$250k OR MORE REQUIRES BOARD APPROVAL UNLESS PREVIOUSLY APPROVED