



Procurement Department Purchase Order Change Request

Purpose of This Change Form

A Purchase Order Change Request form must be completed to make any changes to a purchase order and in all instances where the invoice amount is equal to or greater than 10% of the original purchase amount.

Instructions

- Step 1 – School and/or department should contact the vendor and cancel the purchase order by email
- Step 2 – Complete the Purchase Order Change Form carefully and legibly ~ please use font size 10 or larger and include your contact information (phone and email), date, location.
- Step 3 - Email the completed form from your email **NOT DIRECTLY FROM THE SCANNER** to the Procurement Department, procurement@scsk12.org
- Step 4 - **Please include the PO # and PRODUCT DESCRIPTION in the subject** – Documents without this information will not be addressed
- Step 5 - Submit all supporting documents including confirmation of canceling PO from vendor
- Send it in only once**
- Please** note if the form is incomplete, it will be returned to you to complete which will prolong the approval process.

Requestor's Name: _____ Contact Info: _____ Date: _____

Original Vendor Name/ID: _____ Req#: _____ PO# _____

Fund/Account Code _____ Resend PO to Vendor: Yes No

Requested Correction(s) or Change(s):

- Amount of the PO Original amount \$ _____ Correct to \$ +/- _____ Final\$ _____
- Amount of freight/shipping Original amount \$ _____ Correct to \$ +/- _____ Final\$ _____
- Close Close PO _____
- Quantity Original quantity _____ Correct to +/- _____ Final quantity _____
- Funding Code Original _____ Correct to _____
- CONTRACT YES/NO NUMBER _____
- Item Description to _____
- Other _____
- Justification _____

Approvals (All Approval Signatures Required)

Principal/Director Print: _____ Signature: _____

Department Head Print: _____ Signature: _____

Fund 8 or 12 Account's Signature Print: _____ Signature: _____

PROCUREMENT SERVICES USE ONLY

Approved _____ Date: _____

Returned _____ Denied (Reason PO Change Request was not approved) _____