



# 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 - Scan/Email the completed form to the Procurement Department, [procurementservices@scsk12.org](mailto:procurementservices@scsk12.org) (please include the PO # in the subject and 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\$ \_\_\_\_\_
- Void/Close Void PO \_\_\_\_\_ Close PO \_\_\_\_\_
- Quantity Original quantity \_\_\_\_\_ Correct to +/- \_\_\_\_\_ Final quantity \_\_\_\_\_
- Funding Code Original \_\_\_\_\_ Correct to \_\_\_\_\_
- 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_