

CHANGE ORDER for an existing Purchase Order

Purchase Order # \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Original Amount of PO \$ \_\_\_\_\_

Prior Change Order Amounts (if applicable) \$ \_\_\_\_\_

Change Order Amount \$ \_\_\_\_\_

Adjusted Value of PO \$ \_\_\_\_\_

Purpose of Change Order:

---

---

---

---

---

\_\_\_\_\_  
Organization Manager Signature

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
President Signature