

Purchase Order/Blanket Purchase Order Change Request

Purchasing Use

Route to Purchasing Department when completed:

E-mail to Purchasing

Have Questions? E-mail Purchasing or phone extension 5045

Date:

Initiator: Dept.: Ext:

Vendor: PO/BPO #:

Item Description:

Encumbrance Change

*Purchase Order Amount:

	Account #	Amount of Increase:	Amount of Decrease:	Revised Purchase Order Amount
<p>*The Purchase Order Amount: is the total amount prior to the increase/decrease. It is not the available remaining funds.</p>				

Revised Total Encumbrance:

Budget Transfer Required: Yes: No: Budget Transfer Submission Date:

Board Approval Required: (Attach copy of approval) Yes: No: Date Board Approved:

Justification for increase/decrease:

Note: 1. Bid Thresholds may require Board Approval	Purchasing-Processed By/Date:
2. Change orders for Capital Projects over \$15,000.00 require Board Approval	

Department Approval and Date:	Purchasing Approval and Date: