

# Request to Cancel / Change Purchase Order

(Changes will only be processed on Thursdays and Fridays)

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name & School / Department

PO / R # (required) \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Approval Group: \_\_\_\_\_

Please circle action:      Change                  OR                  Cancel

**PLEASE COMPLETE THE FORM AS YOU WOULD LIKE THE PO TO LOOK AFTER THE CHANGES ARE MADE**

1. Revised PO Total should be: \$ \_\_\_\_\_

Item# \_\_\_\_\_       Change       Add       Delete

Quantity \_\_\_\_\_ Unit Price \_\_\_\_\_ Line Item total \_\_\_\_\_

Item# \_\_\_\_\_       Change       Add       Delete

Quantity \_\_\_\_\_ Unit Price \_\_\_\_\_ Line Item total \_\_\_\_\_

Item# \_\_\_\_\_       Change       Add       Delete

Quantity \_\_\_\_\_ Unit Price \_\_\_\_\_ Line Item total \_\_\_\_\_

2. Change Budget Code to: \_\_\_\_\_  
(Include budget code when adding a new line item)

3. Change Vendor to #: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

New Reason/Modified Description:  
\_\_\_\_\_

\_\_\_\_\_  
Budget Manager's Signature

\_\_\_\_\_  
Date

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Change Made By: \_\_\_\_\_ Date Changed on Computer: \_\_\_\_\_

For office use only

(revised July 2020)