



**“WHAT WE DO HERE SHAPES THE WORLD”**

**PURCHASE ORDER MODIFICATION FORM**  
(A COPY OF THE PO BEING MODIFIED MUST ACCOMPANY THIS FORM)

To: **Purchasing Department** Date of Submittal: \_\_\_\_\_

From: \_\_\_\_\_ Campus/Dept. Name: \_\_\_\_\_

Principal/Director's Approval: \_\_\_\_\_

Federal Programs' Coordinator's Approval: \_\_\_\_\_  
(If Federal Funds were encumbered)

**Purchase Order #:** \_\_\_\_\_ **Requisition #:** \_\_\_\_\_

**Vendor's Name:** \_\_\_\_\_

**PRICE MODIFICATIONS:**

Increase  Decrease / Amount \$ \_\_\_\_\_

Budget Number/Account #: \_\_\_\_\_

Confirmation of balance in budget \$ \_\_\_\_\_ Confirmed by: \_\_\_\_\_

**VOID/CANCEL:** (Originator must contact and notify the vendor first of said cancellation, providing that the PO was faxed, called in, or mailed out to the vendor)

Contacted Person: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone # \_\_\_\_\_

**REASON FOR MODIFICATION:**

NOTE: A copy of the Purchase Order must be attached to this form and all sections must be completed to ensure prompt processing.

\_\_\_\_\_  
Purchasing Director's Approval

\_\_\_\_\_  
Date