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Change Order Request Form

Purchase Order Number: Sample Only **Vendor Name:** Golden Star Technology
(Full Name Required)

Requestor Name: First and Last Name **Date:** MM/DD/YY

Manager Approval (Signature): _____ **Date:** MM/DD/YY

Printed Name: First and Last Name

Fields to change (Select all that apply):

Price _____ (Initial here to confirm the account was checked and is fully funded for the change)

Quantity Description Account

Sales Tax Vendor Information Terms Other: _____

Explain why this change is necessary (must be entered on this form):

One item is missing sales tax. And the vendor confirmed another item on the order is no longer available.

Provide detailed description of the requested change to the Purchase Order:

Reduce the quantity on line item #4 (item #LWB43560) to zero to cancel the item on the order and add sales tax to line item #1 (item #CVD987).

Instructions: To request a change order, complete **all** sections of this form including obtaining signature from the department manager. Signature may be obtained digitally or the form may be printed, signed manually and scanned for submittal. Do not submit this form in hard copy format, it must be submitted electronically to Purchasing Services staff directly or to the general Purchasing inbox, Purchasing@rscdd.edu.