



Purchasing Department

Purchase Order Cancellation/Change Form

(Please forward the completed form to the Purchasing Department at the District Office)

Purchase Order Cancellation Purchase Order Change

Purchase Order #: _____

Original Amount: _____

Please cancel this purchase order for the following reason(s):

For purchase orders less than \$12,500, it is the requesting school or department's responsibility to notify the vendor of the order cancellation. Purchasing Department approval is required before canceling any order greater than \$12,499.

Please check the change(s) required and note the detailed reason(s) for the change below. ***(Type or print neatly):***

Change Item(s) Delete Items Price Changes
 Other: _____
(please specify)

Add Item(s)

Charge item(s) to this account: _____

Detailed Reason for Change ***(Reason for change must be noted):***

Coding changes must be approved by the Finance Department ONLY

PO Item No.	Change Description, Change Part or Catalog Number, or "Delete" Item	Change PO Quantity	Change Item Price <i>(Must Note Unit Price)</i>
		From _____ To _____	From _____ To _____
		From _____ To _____	From _____ To _____
		From _____ To _____	From _____ To _____
		From _____ To _____	From _____ To _____
		From _____ To _____	From _____ To _____
		From _____ To _____	From _____ To _____

Requestor's Signature: _____ Date: _____

Purchasing Department Approval Signature: _____ Date: _____ Purchase Order Change Form Forwarded to Finance on: _____
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***The Department administering the Grant must approve price increases for orders from 4200 funds**