## **Purchase Order Change Request**

## Procurement Department

## Purpose of this change form

A Purchase Order Change Request Form must be completed to make any changes to a purchase order and in all instances where the invoice amount (before sales tax) is equal to or greater than \$50 more than the purchase order amount (before sales tax). The only exception to this is in cases where supplies, equipment, or services are purchased from vendors who have established a price to the district through the competitive bidding process, as outlined in Section XIV.D of the District's Procurement Manual.

## **Instructions**

Step Step	L	The fund custodian must complete the Purchase A copy of the purchase order with changes note Purchase Order Change Form to the Procurement	d must be stapled and sent along with this	
PO n	number	Vendor name		
Ch	ange(s)	needed		
	• • •		Correct amount	
	Correct th	e amount of freightOriginal amount	Correct amount	
	Correct th	e amount of taxOriginal amount	Correct amount	
	Cancel/clo	se the purchase order		
	Correct th	e item descriptionCorrect description		
	Correct th	e quantityOriginal quantity	Correct quantity	
	Other			
	Give reaso	on for above change		
∪ P:	rocuremen	t Director Comments		
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Scho	ool and/or	department should contact the vendor and cance	l the order by fax or telephone.	
Fund	Lcustodian's si	gnature Date	Procurement director's signature Date	

Chesterfield County School District 01/09/12

