

# REQUEST FOR CHANGE ORDER

Columbia University Purchasing Office

## SECTION A

|                |                                  |        |      |
|----------------|----------------------------------|--------|------|
| Date:          | Dept#:                           | Req #: | PO#: |
| Vendor Name:   | Buyer Name: _____<br>CO #: _____ |        |      |
| Send to Vendor | Do Not Send; Internal Correction |        |      |

## SECTION B

|  |                    |                      |
|--|--------------------|----------------------|
| Requested Action: (Select at least one): | Add Item/Increase  | Delete Item/Decrease |
| Clear Open Commitment                    | Time Period Change | Cancel PO            |
|  |                    | Account Transfer     |

Reason(s) for Action: (Please attached any additional sheets)

## SECTION C

| Total Current Value of PO               |        | Requested Change |        | Revised Total Value of PO              |        |
|---|--------|------------------|--------|--|--------|
| Account                                 | Amount | Account          | Amount | Account                                | Amount |
|   |        |                  |        |  |        |
|   |        |                  |        |  |        |
|   |        |                  |        |  |        |
|   |        |                  |        |  |        |
|   |        |                  |        |  |        |
| Net Total Value of PO<br>before Change: |        | Net Change:      |        | Net Total Value of PO<br>after Change: |        |

## SECTION D - Changes After Action: This Section is to be Completed by the Purchasing Office

| Line Item # | Action Code | Quantity | Part # | Description | Commodity Code | Price | Extended Price |
|-------------|-------------|----------|--------|-------------|----------------|-------|----------------|
|             |             |          |        |             |                |       |                |
|             |             |          |        |             |                |       |                |
|             |             |          |        |             |                |       |                |

## AUTHORIZATIONS:

|                 |                       |  |
|-----------------|-----------------------|--|
| Contact Person: | Authorized Signature: | Prior Approval (2 <sup>nd</sup> Approval): |
| Telephone #:    | Name/Title:           | Name/Title:                                |
| Buyer           | Purchasing Notes      | Data Entry                                 |