

# REQUEST FOR CHANGE ORDER

Columbia University Purchasing Office

## SECTION A

Date:	Dept#:	Req #:	PO#:
Vendor Name:	Buyer Name: _____ 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 before Change:		Net Change:		Net Total Value of PO 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