

**IMPORTANT: Invoices that do not exceed 15% or (\$300) of the original PO amount can be processed without a formal Change Order. In any case, the total of all change orders can not exceed 25% of the original purchase order.**

**Date: Purchase Order No: Requestor Name:**

**Department: Vendor Name:**

**Vendor J#:**

**Original PO Amount New PO Amount**

<b>Action</b>			<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Total of Change</b>
Add New	Increase	Decrease				
Add New	Increase	Decrease				
Add New	Increase	Decrease				