

CHANGE ORDER REQUEST

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 _____

Action			Description	Qty	Unit Price	Total of Change
Add New	Increase	Decrease				
Add New	Increase <input type="checkbox"/>	Decrease				
Add New	Increase	Decrease				

Reasons, comments, etc:

Required FOAPAL amount change:

			Fund	Org	Acct	Prog	Activity	Locn	Amount
Add New	Increase	Decrease							
Add New	Increase	Decrease							
Add New	Increase	Decrease							

Request Approved By: _____ Date: _____

Request Approved By: _____ Date: _____

*** Approvals must be identical to those required for purchase order and/or Direct Pay processing.**

Please complete and return to the following:

The University of South Alabama
 Purchasing Department
 Technology and Research Park Bldg. III
 650 Clinic Drive, Suite 1400
 Mobile, AL 36688 -0002
 Phone: (251) 460-6151
 Fax: (251) 414-8291