

CHANGE ORDER REQUEST FORM

EXAMPLE

EXAMPLE				
VENDOR NAME: Merit Janitorial				
PO#: B04-00117				
CHANGE ORDER: Increase \$2000.00				
ACCOUNT NUMBER	AVAILABLE BALANCE	CURRENT NOT TO EXCEED \$	Dollar (+) Amount	REVISED NOT TO EXCEED \$
01-0000-4-4320-00-9958-8200-620-0824-000	\$2,309.67	\$5,396.57	\$2,000.00	\$7,396.57
VENDOR NAME:				
PO#:				
CHANGE ORDER:				
ACCOUNT NUMBER	AVAILABLE BALANCE	CURRENT NOT TO EXCEED \$	Dollar (+) Amount	REVISED NOT TO EXCEED \$ #VALUE!
VENDOR NAME:				
PO#:				
CHANGE ORDER:				
ACCOUNT NUMBER	AVAILABLE BALANCE	CURRENT NOT TO EXCEED \$	Dollar (+) Amount	REVISED NOT TO EXCEED \$ #VALUE!
VENDOR NAME:				
PO#:				
CHANGE ORDER:				
ACCOUNT NUMBER	AVAILABLE BALANCE	CURRENT NOT TO EXCEED \$	Dollar (-) Amount	REVISED NOT TO EXCEED \$ #VALUE!
VENDOR NAME:				
PO#:				
CHANGE ORDER:				
ACCOUNT NUMBER	AVAILABLE BALANCE	CURRENT NOT TO EXCEED \$	Dollar (-) Amount	REVISED NOT TO EXCEED \$ #VALUE!

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