



# Change Order Form

General Services | 253.680.7150

1101 S. Yakima Avenue

Tacoma, WA 98405

**Purchase Order Number\*:** \_\_\_\_\_ **Department:** \_\_\_\_\_

(\*Must appear on all invoices and packing slips.)

<b>Vendor:</b> _____
<b>Attention:</b> _____
<b>Address:</b> _____
<b>City, State, Zip:</b> _____

**Prepared by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget Account Code:** \_\_\_\_\_

**Special Instructions:** *(Indicate reason for change order.)*

- Increase Purchase Order by \$ \_\_\_\_\_ to a new total of \$ \_\_\_\_\_
- Decrease Purchase Order by \$ \_\_\_\_\_ to a new total of \$ \_\_\_\_\_
- Change vendor or address
- Cancel Purchase Order
- Change order add/delete (Complete below.)
- Other (Explain in detail below.)

\_\_\_\_\_  
\_\_\_\_\_

Item Number	Quantity	Description	Unit Cost			
				<b>Subtotal:</b>		
					<b>Tax:</b>	
					<b>Total:</b>	\$

**Budget Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>For Accounts Payable Use Only:</b>
<b>Vendor #:</b> _____

- Purchasing
- Vendor
- Accounts Payable
- Originator
- Shipping/Receiving