

# PURCHASE ORDER ADJUSTMENT REQUEST

Date: \_\_\_\_\_

**SUPPLIER:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PO NUMBER** \_\_\_\_\_

**PO ADJUSTMENT NUMBER** \_\_\_\_\_

Purchase Order is hereby decreased/increased by \$\_\_\_\_\_ for changes to scope of work as listed below. Changes in scope of work (or in scope of equipment/goods/services being purchased) should be described and specifically related to the original description.

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

Original Purchase Order Amount .....\$ \_\_\_\_\_  
Net Change by Previous Purchase Order Adjustments Numbers \_\_\_\_ through \_\_\_\_ .....\$ \_\_\_\_\_  
Revised Purchase Order Amount Prior to This Change Was.....\$ \_\_\_\_\_  
Purchase Order Adjustment # to Decrease/Increase by .....\$ \_\_\_\_\_  
New Revised Purchase Order Amount Including This Purchase Order Adjustment.....\$ \_\_\_\_\_

The Contract Time Will Be Changed by \_\_\_\_ Days.



**REQUESTOR**

**DEPARTMENT HEAD**

Signed \_\_\_\_\_  
Date \_\_\_\_\_

Signed \_\_\_\_\_  
Date \_\_\_\_\_

PURCHASING APPROVAL \_\_\_\_\_

Date \_\_\_\_\_

