



# Office of Procurement CHANGE ORDER REQUEST FORM

Please use this form to request that the value of a purchase order be increased or decreased, account numbers be changes, or other changes to purchase orders. This form may be submitted to the Procurement Office via interoffice mail, e-mail, or fax (240-567-6397). Please address the request to the appropriate Purchasing Agent as shown on your purchase order.

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

Change requested by: \_\_\_\_\_ / \_\_\_\_\_  
Requestor Extension

Approved by: \_\_\_\_\_ / \_\_\_\_\_  
Account Manager Extension

Purchase Requisition No. \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

**VENDOR** \_\_\_\_\_

Change Request # \_\_\_\_\_ Current PO Value \$ \_\_\_\_\_

Increase PO by \$ \_\_\_\_\_ Account(s) \_\_\_\_\_

Reason \_\_\_\_\_

Decrease PO by \$ \_\_\_\_\_ Account(s) \_\_\_\_\_

Reason \_\_\_\_\_

Other Changes: \_\_\_\_\_

\_\_\_\_\_

[Reference line item(s) if applicable]

**Revised Purchase Order Total** \$ \_\_\_\_\_

Please note that **Procurement Office now closes** purchase orders.