# GENERAL SERVICES DEPARTMENT

## Memorandum

To: **Purchasing Department**  
Mail Code: **254**

From:  
Mail Code:  
Department:  
Date:  

Subject: **Purchase Order Change**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Vendor</th>
<th>Account Structure</th>
<th>Current PO Total</th>
<th>Proposed Change Type (Circle Appropriate Selection)</th>
<th>Proposed Amount</th>
<th>New PO Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$_______</td>
<td>INCREASE DECREASE</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$_______</td>
<td>INCREASE DECREASE</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$_______</td>
<td>INCREASE DECREASE</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$_______</td>
<td>INCREASE DECREASE</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>$_______</td>
<td>INCREASE DECREASE</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

**DESCRIPTION/VERBIAGE:**

**REASON FOR CHANGE:**

**AUTHORIZED SIGNATURE(S):**

**DATE:**

**DATE:**

**ASSISTANT SUPERINTENDENT:**

**DATE:**

**SUPERINTENDENT:**

**DATE:**

**NOTE:** ANY CHANGE THAT WILL TAKE THE TOTAL AMOUNT OF THE PURCHASE ORDER OVER $10,000 NEEDS THE APPROVAL OF THE ASSISTANT SUPERINTENDENT. ANY CHANGE THAT WILL TAKE THE TOTAL AMOUNT OF THE PURCHASE ORDER OVER $35,000 NEEDS THE APPROVAL OF THE SUPERINTENDENT.

Rev. 5/01  
Distribution: **White/Purchasing**  **Yellow/Originator**  
PO Change Memorandum - Whse. Stock # X90010116