

GENERAL SERVICES DEPARTMENT

Memorandum

To: Purchasing Department Mail Code: 254
 From: _____ Mail Code: _____ Department: _____ Date: _____
 Subject: Purchase Order Change

<u>PO Number</u>	<u>Vendor</u>	<u>Account Structure</u>	<u>Current PO Total</u>	<u>Proposed Change Type</u> (Circle Appropriate Selection)		<u>Proposed Amount</u>	<u>New PO Total</u>
1. _____	_____	_____	\$ _____	INCREASE	DECREASE	\$ _____	\$ _____
2. _____	_____	_____	\$ _____	INCREASE	DECREASE	\$ _____	\$ _____
3. _____	_____	_____	\$ _____	INCREASE	DECREASE	\$ _____	\$ _____
4. _____	_____	_____	\$ _____	INCREASE	DECREASE	\$ _____	\$ _____
5. _____	_____	_____	\$ _____	INCREASE	DECREASE	\$ _____	\$ _____

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.**