

PURCHASE ORDER CHANGE ORDER FORM (POCO)
Purchasing Department MC254B

From: _____ Mail Code: _____ Department: _____ Date: _____

PO Number _____ Vendor _____ Buyer _____

Availability of funds has been verified for PO increase

Full Account String										Original PO Amount	Current PO Amount (After Previous POCOs)	Increase/Decrease	Amount	New PO Total
FND	RESC	Y	OBJT	SO	GOAL	FUNC	CSTCTR	STE	MNGR					
FND	RESC	Y	OBJT	SO	GOAL	FUNC	CSTCTR	STE	MNGR					
FND	RESC	Y	OBJT	SO	GOAL	FUNC	CSTCTR	STE	MNGR					
FND	RESC	Y	OBJT	SO	GOAL	FUNC	CSTCTR	STE	MNGR					
FND	RESC	Y	OBJT	SO	GOAL	FUNC	CSTCTR	STE	MNGR					
Totals										\$ _____	\$ _____		\$ _____	\$ _____

Reason for change: _____

- If the original contract amount is exceeded, please list approved contract amendment RM# in description
- Change of Cost Center or Resource Code requires Program Manager and Program Accountant only
- All original approvers must sign POCO form prior to submission to Purchasing
- Branch Chief approval required: For non-contractual agreements that will take the total amount of the purchase order over \$10,000 (AR 3310)
- Branch Chief approval required: For contract related changes that will take the total amount of the purchase order over \$3,000 (BP 3312)

Authorizing Signatures

Manager/Supervisor: _____ Date: _____
Print Name Signature

Director _____ Date: _____
Print Name Signature

Branch Chief _____ Date: _____
Print Name Signature

Accountant _____ Date: _____
Print Name Signature

Buyer _____ Date: _____
Print Name Signature