

**ALABAMA A&M UNIVERSITY
PURCHASE CHANGE ORDER REQUEST**

To: Purchasing Department

Date: _____

From: _____ Dept: _____

Email: _____

Phone: _____

Purchase Order #: _____

Change Amount

PLEASE MAKE THE FOLLOWING CHANGES:

Change current line item?		Line #	From: Amount	To: Amount
Yes	No			
Decrease	Increase			
Decrease	Increase			
Decrease	Increase			

Add new Line Item(s)? Yes No

Change Fund or Account Number

PLEASE MAKE THE FOLLOWING CHANGES:

Change Fund Number From: _____	Change Fund Number To: _____
Change Account Number From: _____	Change Account Number To: _____

Justification for the above change(s):

Please attach the supporting documents for the change order request.