

Electronic Purchase Order Modification Request Form

Hover for tips - Green Attach buttons only work PRIOR to Approval Signatures - Save & Rename - Email to Approver

Location or DAC:	Date:
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Requested By:	Ext./ Phone #:
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Vendor:	PO #:
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Send Revision to Vendor Y/N:	Current PO \$:
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Orig. PO Account Code: - - - - - - -

Student Activities Fund Y/N: **If yes, attach new student activities minutes.**

	Cancel/Close PO
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Increase PO (Blanket PO ONLY)	By: \$	New \$
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Reduce PO (Blanket PO ONLY)	By: \$	New \$
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Change/Add Freight Costs	From \$	New \$
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Line Item Change or Update - Check all below that apply

Changes Required for Line Items	<input type="checkbox"/>	Change Item Cost - Increase / Decrease	For Revisions on more than 3 "Line Items" attach a copy of PO with each Revision CLEARLY MARKED.
	<input type="checkbox"/>	Change Order Quantity - Increase / Decrease	
	<input type="checkbox"/>	Change Budget Code <small>Note: Changes to PO budget code will not change codes on prior vendor payments. Please contact A/P to change codes on prior payments.</small>	
	<input type="checkbox"/>	Change Part #, Item Description or ISBN #	
	<input type="checkbox"/>	Delete Line Item Completely	
	<input type="checkbox"/>	Order Additional / New Line Item(s)	

Line	From (Original)	To (Updated)

<input type="checkbox"/>	Order Additional / New Line Item(s)
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Qty	Unit Price	Part # and Description	Budget Code
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	\$		
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For More Than 2 Additional Items Please Create a "NEW" Requisition.

Admin./ Principal Signature:

Finance Department Approval:

Request will not be Processed without Authorized Signature
 Please email to Isela Alvarez at ialvarez@phoenixunion.org or Fax to (602) 271-3543.
 Send via District Mail: Isela Alvarez @ CEE-4

Purchasing Dept. Auth Signature:

PO Maintenance Completed By:	Date:
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