

# Purchasing Change Order

<b>BUSINESS UNIT</b>	PWOPS	<b>Purchasing Use Only</b>			
<b>PURCHASE ORDER /CONTRACT NUMBER</b>	PWOPS11985	<b>Send To Vendor</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Date</b>
<b>BUYER</b>	Romero, Michael P	<b>Buyer</b>			/ /
<b>VENDOR NAME</b>	Sill Terhar Ford	<b>Supervisor</b>			/ /
		<b>Changed by</b>			/ /
<b>Signature</b>					

**INSTRUCTION 1:** If this form is going to the Budget and Management Office for budget verification, ensure you provide the complete chartfield string in the "Current" column for the appropriate fields (i.e., account, fund, org, project/grant, etc.)

L N	QTY	CURRENT	CHANGE TO	CURRENT	CHANGE TO	CURRENT	CHANGE TO
		11				351,967.00	349,844.00
1	SHIP TO			ACCOUNT CODE	842000	FUND	11804
	ORG	5053400		PROGRAM		SUB-CLASS	
D	PRO/GRANT			ACTIVITY		SOURCE TYPE	
S	PROJECT CATEGORY			SUB-CATEGORY		BUDGET YEAR	

**COMMENTS**

Reduce each vehicle price by 193.00 due to the dealer not deducting a price for remote key entry. Line 1 reduced by 2,123.00vLine 2 reduced by 6,755.00

L N	QTY	CURRENT	CHANGE TO	CURRENT	CHANGE TO	CURRENT	CHANGE TO
		35				1,069,145.00	1,062,390.00
2	SHIP TO			ACCOUNT CODE	842000	FUND	11804
	ORG	5053400		PROGRAM		SUB-CLASS	
D	PRO/GRANT			ACTIVITY		SOURCE TYPE	
S	PROJECT CATEGORY			SUB-CATEGORY		BUDGET YEAR	

**COMMENTS**

**INSTRUCTION 2:** Failure to complete the "Total Adjusted Amount" field below may result in delaying approval and completion of your change order. Negative adjustments must be preceded by a negative ("-") symbol.

Name and Phone number of individual to contact regarding this form		1412234
NAME	PHONE	<b>TOTAL ADJUSTED AMOUNT</b>
I hereby certify that the need for this change request has been approve and there are sufficient unencumbered funds to pay for this purchase.		
SUPERVISOR (optional)	PRINT NAME	SIGNATURE
		DATE
EXPENDING AUTHORITY	PRINT NAME	SIGNATURE
		DATE
BUDGET OFFICI	PRINT NAME	SIGNATURE
		DATE
OTHER AUTH	PRINT NAME	SIGNATURE
		DATE

PURCHASING DATE/TIME STAMP