

CONSTRUCTION ACCOUNTING PURCHASE ORDER CHANGE REQUEST
(Fax to 352-392-4687 or Mail to Box 115350)

Project #: _____ CO #: _____ Date: _____
 From: _____ Dept Name: _____
 Phone: _____ Purchase Order: Business Unit # _____ PO # _____
 Email: _____ Vendor Name: _____
 Approver Name: _____ Approver Signature: _____

For Entire PO

Reason for change: _____

After changes, new PO cumulative total should be: \$ _____

Cancel every line item on this PO Vendor must receive cancellation notice Do NOT send vendor notification

For Line Items

Item Line Number: _____ Distribution Line Number: _____

INCREASE: Current Total \$ _____ Increase \$ _____ New Line Total \$ _____

DECREASE: Current Total \$ _____ Decrease \$ _____ New Line Total \$ _____

INCREASE: Current Quantity _____ Increase Quantity _____ New Line Quantity _____

DECREASE: Current Quantity _____ Decrease Quantity _____ New Line Quantity _____

Cancel entire balance of line item leaving a new total of zero (\$ 0.00)

CHARTFIELD:

Dept: _____ *Fund: _____ Program: _____ Account: _____ *Project: _____ *Budget Year: _____

Item Line Number: _____ Distribution Line Number: _____

INCREASE: Current Total \$ _____ Increase \$ _____ New Line Total \$ _____

DECREASE: Current Total \$ _____ Decrease \$ _____ New Line Total \$ _____

INCREASE: Current Quantity _____ Increase Quantity _____ New Line Quantity _____

DECREASE: Current Quantity _____ Decrease Quantity _____ New Line Quantity _____

Cancel entire balance of line item leaving a new total of zero (\$ 0.00)

CHARTFIELD:

Dept: _____ *Fund: _____ Program: _____ Account: _____ *Project: _____ *Budget Year: _____

Item Line Number: _____ Distribution Line Number: _____

INCREASE: Current Total \$ _____ Increase \$ _____ New Line Total \$ _____

DECREASE: Current Total \$ _____ Decrease \$ _____ New Line Total \$ _____

INCREASE: Current Quantity _____ Increase Quantity _____ New Line Quantity _____

DECREASE: Current Quantity _____ Decrease Quantity _____ New Line Quantity _____

Cancel entire balance of line item leaving a new total of zero (\$ 0.00)

CHARTFIELD:

Dept: _____ *Fund: _____ Program: _____ Account: _____ *Project: _____ *Budget Year: _____

* Required Field