

UF PURCHASE ORDER CHANGE REQUEST

E-Mail to [purchasing@ufl.edu](mailto:purchasing@ufl.edu)  
or Fax to 352-392-8837  
or Mail to PO Box 115250

Business Unit \_\_\_\_\_ PO# \_\_\_\_\_

(Please complete all fields)

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Bus. Unit Name: \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Department Approver: \_\_\_\_\_ (print)

or \_\_\_\_\_

Email: \_\_\_\_\_ Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please select the action you wish to take and then fill in additional information below:**

Complete this **CYFWD PO** that has not been vouchered against in this fiscal year (this is only an option for APPROP funds)

**CANCELLATION**

(For non-vouchered POs only)

Reason (required - check one):

- Vendor could not provide product/service
- Wrong vendor on PO
- Wrong chartfield information on PO (and E2E is not possible)
- Paid with Pcard or Unencumbered
- PO never used and need to release encumbrance
- Other \_\_\_\_\_

Check if vendor has agreed to cancellation of this PO and has not charged any fees (restocking, cancellation, etc.)

**INCREASE**

Reason (required - check one):

- Increase encumbrance to include freight/shipping
- Invoice came in over quoted amount
- Mistyped original quantity/price/total amount
- Other \_\_\_\_\_

**DECREASE**

Reason (required - check one):

- Received fewer than ordered
- Mistyped original quantity/price/total amount
- Other \_\_\_\_\_

Check if vendor must receive this change notice (if this box is not checked the vendor will not receive a change notice)

For Each Line Item (use additional form(s) if changing more than 2 items on a single PO)

PO LINE NUMBER: \_\_\_\_\_ DISTRIBUTION LINE NUMBER: \_\_\_\_\_ FUND CODE: \_\_\_\_\_ BUDGET REFERENCE: \_\_\_\_\_

Cancel entire line balance leaving a new total of zero (\$ 0.00) (for non-vouchered PO lines only)

Increase Line to: \$ \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \$ \_\_\_\_\_

Decrease Line to: \$ \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \$ \_\_\_\_\_

Change/Add Description to: \_\_\_\_\_

New Ship-To Location Number: \_\_\_\_\_  New Due Date: \_\_\_\_\_

PO LINE NUMBER: \_\_\_\_\_ DISTRIBUTION LINE NUMBER: \_\_\_\_\_ FUND CODE: \_\_\_\_\_ BUDGET REFERENCE: \_\_\_\_\_

Cancel entire line balance leaving a new total of zero (\$ 0.00) (for non-vouchered PO lines only)

Increase Line to: \$ \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \$ \_\_\_\_\_

Decrease Line to: \$ \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \$ \_\_\_\_\_

Change/Add Description to: \_\_\_\_\_

New Ship-To Location Number: \_\_\_\_\_  New Due Date: \_\_\_\_\_

[ Purchasing Use Only ]

Purchasing Approval \_\_\_\_\_ Date \_\_\_\_\_

Vouchered  Emailed  Called  Reconciled (Req # \_\_\_\_\_)

Notes \_\_\_\_\_

Completed by \_\_\_\_\_ Date \_\_\_\_\_