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

Project #:	CO #:	Date:
From:	Dept Name:	
Phone:		t # PO #
Email:		
Approver Name:	Approver Signature:	
For Entire PO		
Reason for change:		
After changes, new PO cumulative total sho	ould be: \$	
☐ Cancel every line item on this PO ☐	Supplier must receive cancellation	on notice
For Line Items		
Item Line Number: Distributio	n 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	g a new total of zero (\$ 0.00)	
CHARTFIELD:		
Dept: *Fund: Progra	am: Account:	*Proiect: *Budget Year:
Item Line Number: Distributio		
Item Line Number: Distributio	n Line Number:	New Line Total \$
Item Line Number: Distributio ☐ INCREASE: Current Total \$	n Line Number: Increase \$	
Item Line Number: Distributio ☐ INCREASE: Current Total \$	n Line Number: Increase \$ Decrease \$	New Line Total \$ New Line Total \$
Item Line Number: Distributio  ☐ INCREASE: Current Total \$  ☐ DECREASE: Current Total \$	n Line Number: Increase \$ Decrease \$ Increase Quantity	New Line Total \$  New Line Total \$  New Line Quantity
Item Line Number: Distributio  ☐ INCREASE: Current Total \$  ☐ DECREASE: Current Total \$  ☐ INCREASE: Current Quantity	n Line Number: Increase \$ Decrease \$ Increase Quantity Decrease Quantity	New Line Total \$  New Line Total \$  New Line Quantity
Item Line Number: Distributio  □ INCREASE: Current Total \$  □ DECREASE: Current Total \$  □ INCREASE: Current Quantity  □ DECREASE: Current Quantity	n Line Number: Increase \$ Decrease \$ Increase Quantity Decrease Quantity	New Line Total \$  New Line Total \$  New Line Quantity
Item Line Number: Distribution  INCREASE: Current Total \$  DECREASE: Current Total \$  INCREASE: Current Quantity  DECREASE: Current Quantity  Cancel entire balance of line item leaving CHARTFIELD:	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  a new total of zero (\$ 0.00)	New Line Total \$  New Line Total \$  New Line Quantity
Item Line Number: Distribution  INCREASE: Current Total \$  DECREASE: Current Total \$  INCREASE: Current Quantity  DECREASE: Current Quantity  Cancel entire balance of line item leaving CHARTFIELD:	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  an new total of zero (\$ 0.00)	New Line Total \$  New Line Total \$  New Line Quantity  New Line Quantity
Item Line Number: Distribution  INCREASE: Current Total \$  DECREASE: Current Quantity  INCREASE: Current Quantity  DECREASE: Current Quantity  Cancel entire balance of line item leaving CHARTFIELD:  Dept: *Fund: Programmer P	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  an ew total of zero (\$ 0.00)  Account:  Increase Quantity  Decrease Quantity  The Number:	New Line Total \$  New Line Total \$  New Line Quantity  New Line Quantity
Item Line Number: Distribution   □ INCREASE: Current Total \$   □ DECREASE: Current Quantity   □ DECREASE: Current Quantity   □ Cancel entire balance of line item leaving CHARTFIELD:   Dept: *Fund: Programment   Item Line Number: Distribution   □ INCREASE: Current Total \$	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  g a new total of zero (\$ 0.00)  am: Account:  Increase \$  Increase \$	New Line Total \$  New Line Total \$  New Line Quantity  New Line Quantity  *Project: *Budget Year:
Item Line Number: Distribution   □ INCREASE: Current Total \$   □ DECREASE: Current Quantity   □ DECREASE: Current Quantity   □ Cancel entire balance of line item leaving CHARTFIELD:   Dept: *Fund: Programment   Item Line Number: Distribution   □ INCREASE: Current Total \$	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  g a new total of zero (\$ 0.00)  am: Account:  Increase \$  Decrease \$	New Line Total \$  New Line Total \$  New Line Quantity  New Line Quantity  *Project: *Budget Year:  New Line Total \$  New Line Total \$
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Item Line Number: Distribution   □ INCREASE: Current Total \$   □ DECREASE: Current Quantity   □ DECREASE: Current Quantity   □ Cancel entire balance of line item leaving CHARTFIELD:   Dept: *Fund: Programmer Programmer   Item Line Number: Distribution □ INCREASE:   □ DECREASE: Current Total \$   □ INCREASE: Current Quantity	Increase \$  Decrease \$  Increase Quantity  Decrease Quantity  an ew total of zero (\$ 0.00)  am: Account:  Increase \$  Increase \$  Decrease \$  Decrease Quantity  Decrease Quantity	New Line Total \$  New Line Total \$  New Line Quantity  New Line Quantity  *Project: *Budget Year:  New Line Total \$  New Line Total \$  New Line Quantity
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<sup>\*</sup> Required Field