

Instructions for Change Order Request

1. Complete the top portion of the form with PO number, vendor name, Department and date. Please use one form per PO.
2. The main body of the form is for making changes to the PO which may include:
 - a. Add funds to a blanket PO or to a line on a regular PO
 - b. Changes in quantity, prices, description, etc.
 - c. Use this form to close a PO.
3. Column one refers to the PO line number. If you wish to make a change to line three, put your change/s on line three of the form.
4. The last column should always include the budget number and may be used as a space to explain what you want done.
5. The Dean or Manager of the area/department must sign the approval line.
6. Dean or Manager forwards approved form to [ARCBudgetEntry email](#).