

Purchase Order Change Notice Request

Purchasing/SUNY New Paltz

Date _____

P.O. # _____ Vendor _____

Account # _____ Object _____ Adjust encumbrance by _____

Account # _____ Object _____ Adjust encumbrance by _____

ITEM	DESCRIPTION	QTY.	UNIT	PRICE	AMOUNT

Reason for change _____ Revised total _____

Requested by _____

Approved by _____

Processed by _____