

CHANGE ORDER

THIS AREA FOR PURCHASING DEPT. ONLY	Total Original Order -----\$
	Total Orig. Ord. Incl. Prev. C/O -----\$
	C/O Add -----\$
	C/O Ded -----\$
	Amended Total-----\$

Date:_____

University of Houston – Downtown Request For Change Order

ORIGINAL P.O. NO.

CHANGE NO.

TO PURCHASING DEPARTMENT

Please change the following and charge to:

DELIVER TO:_____

Department Account No. Building Room

Item No.	Description	Quantity	Unit	Unit Price	Total Cost

Emergency justification:

Material is needed for:

Not later than:

Funds available:_____

Purchasing Department

Requested by:_____Ext. No._____

Approved by:_____

Grants/Contracts

Approved by:_____

Approval:_____

Certifying Signature