

PURCHASE ORDER CHANGE ORDER FORM

Date: _____ Purchase Order No.: _____ Change Order No.: _____

DEPARTMENT: _____

Vendor: _____

DESCRIPTION		AMOUNT
Original Purchase Order Price:		
Net change by previously authorized Change Orders:		
Present Purchase Order Price:		
This Change Order will (add/deduct):		
New Purchase Order Price:		

CHANGE TO PURCHASE ORDER TIME	
DESCRIPTION	DATE or NUMBER OF DAYS
Original Purchase Order Time:	
Original Substantial Completion Date:	
Net change by previously authorized Change Orders:	
This Change Order will (add/deduct):	
<u>Justification/Explanation:</u>	

APPROVALS

DEPT DIRECTOR: _____

DATE: _____

PURCHASING MANAGER: _____

DATE: _____

OMB DIRECTOR: _____

DATE: _____

COUNTY ADMINISTRATOR: _____

DATE: _____

This Change Order is an amendment to the Purchase Order between Vendor and the Owner, and all other Purchase Orders provisions shall remain in full force and effect unless specifically amended in writing, signed by both parties.