



CHANGE ORDER REQUEST

Please provide the information requested below. Email completed form to the [Contracting Officer](#) who issued the Purchase Order

Questions? Call 907-474-7315 or

Email: ua-PCS-main@alaska.edu

Date:

| | |
|---|--|
| Purchase Order Number | |
| Requester | |
| Responsible Party (User of the goods or services) | |
| Reason for Change Request | |
| Dollars to add/subtract (denote which) | |
| Add to which line of PO and which sequence number <u>or</u> New Line Item | |
| Is there a change to the Period of Performance? | |
| Accounting (Fund, Org, Acct, Prog.) Do not say "same" - list the information | |
| Vendor email | |
| Any other changes from original PO? | |