



UNIVERSITY OF SOUTH ALABAMA

CHANGE ORDER REQUEST

IMPORTANT: Invoices that do not exceed 15% or (\$300) of the original PO amount can be processed without a formal Change Order. In any case, the total of all change orders can not exceed 25% of the original purchase order.

Date: Purchase Order No: Requestor Name:

Department: Vendor Name:

Vendor J#:

Original PO Amount New PO Amount

Table with columns: Action, Description, Qty, Unit Price, Total of Change. Includes rows for 'Add New' with 'Increase' and 'Decrease' options.

Reasons, comments, etc:

Required FOAPAL amount change:

Table with columns: Fund, Org, Acct, Prog, Activity, Locn, Amount. Includes rows for 'Add New' with 'Increase' and 'Decrease' options.

Request Approved By: Date:

Request Approved By: Date:

* Approvals must be identical to those required for purchase order and/or Direct Pay processing.

Please complete and return to the following:

The University of South Alabama
Purchasing Department
Technology and Research Park Bldg. III
650 Clinic Drive, Suite 1400
Mobile, AL 36688-0002
Phone: (251) 460-6151
Fax: (251) 414-8291