

CHANGE ORDER

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