

UNIVERSITY OF HAWAII

CAMPUS:

PURCHASE ORDER CHANGE

DEPARTMENT	DATE OF CHANGE	RE: PURCHASE ORDER NO.
	REQUISITION NO.	VENDOR CODE NO.
	REQUISITIONER/TEL. NO.	
VENDOR	TYPE OF CHANGE	
	<input type="checkbox"/>	TOTAL CANCELLATION
	<input type="checkbox"/>	PARTIAL CANCELLATION
	<input type="checkbox"/>	QUANTITY & AMOUNT
	<input type="checkbox"/>	DESCRIPTION, SPECIFICATION, DELIVERY INSTRUCTION
<input type="checkbox"/>	ACCOUNT OR OBJECT CODE (DO NOT SEND TO VENDOR)	

YOU ARE HEREBY REQUESTED TO MAKE THE FOLLOWING CHANGE
IN THE ABOVE DESIGNATED PURCHASE ORDER

ITEM NO.	QUANTITY	DESCRIPTION	OBJECT CODE	UNIT PRICE	AMOUNT
		ORIGINAL ORDER READS:			
		CHANGE ORDER TO READ:			
		NET CHANGE: \$ _____ <input type="checkbox"/> INCREASE; OR <input type="checkbox"/> DECREASE			

SUMMARY OF ACCOUNT CODE/OBJECT CODE CHANGES

ACCOUNT CODE	OBJECT	AMOUNT	DEBIT(D)	
			CREDIT(C)	

REASON FOR CHANGE:

<p>APPROVING AUTHORITY _____ TITLE _____</p>	<p>_____ PURCHASING OFFICER SIGNATURE</p> <p style="text-align: right;">_____ DATE</p>
<p>APPROVING AUTHORITY _____ TITLE _____</p>	<p>_____ FISCAL OFFICER</p> <p style="text-align: right;">_____ FO CODE NO.</p>

COPY FOR: VENDOR FISCAL OFFICER DISBURSING OFFICE
 OPRPM REQUISITIONER