

PURCHASE ORDER MODIFICATION REQUEST FORM

Please fill out form completely and email to purchasingunlv@unlv.edu

If you need further assistance call the main Purchasing line at 702-895-3521

Requestor: _____ Date _____
 Department: _____ Phone: _____ M/S: _____
 Approving Official: _____

(Approving Official signature required if Requestor does not have signature authority on the account)

_____ Purchase Order Number

_____ Supplier Name

ACTION REQUIRED: *(Please Choose One)*

Close PO/Un-obligate Funds

Modify Purchase Order

CHANGE REQUESTED:

Increase Decrease Change Account Line Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

CHANGE REQUESTED:

Increase Decrease Change Account Line Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

CHANGE REQUESTED:

Increase Decrease Change Account Line Add Account Line

Line Item No: _____ Quantity: _____ Unit of Measure: _____ Spend Category: _____

Dollar Amount of Change: _____ Cost Center/Worktag: _____

Reason for Change: _____

Purchase Order Total Amount after Modification has been completed: _____

If necessary, please attach another sheet for additional account lines or explanation of changes.