

# UNLV | PURCHASING & CONTRACTS

## PURCHASE ORDER MODIFICATION REQUEST FORM

*Please fill out form completely and email to [purchasingunlv@unlv.edu](mailto: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.