

UNLV | PURCHASING & CONTRACTS

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: _____

Signature (Must have signature authority on the account)

Purchase Order Number

Vendor 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: _____

Purchase Order Total Amount after Modification has been completed: _____

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

PURCHASING USE ONLY

Approved by:

Buyer's Initials: _____ Date: _____

Director's Initials: _____ Date: _____ (For dollar amounts exceeding bidding threshold.)

Comments: _____