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: _____________________________
____________________________