

Electronic Purchase Order Modification Request Form (POM)

AFTER filling out form, Save & Rename, then Email to Approver

Location or DAC:	Date:
Requested By:	Ext./Phone #:
Vendor:	PO #:
Send Revision to Vendor: Yes No	Current PO \$:
Original PO Account Code: - - - - - - -	
Student Activities Fund: Yes No If yes, attach new student activity minutes.	

Cancel/Close PO			
Increase PO (Blanket PO ONLY)	By: \$	New \$	
Reduce PO (Blanket PO ONLY)	By: \$	New \$	
Change/Add Freight Costs	From \$	New \$	

Line Item Change or Update – Check all below that apply

Changes Required For Line Items		Change Item Cost – Increase / Decrease	For Revisions on more Than 3 “Line Items” Attach a copy of PO With each Revision CLEARLY MARKED.	
		Change Order Quantity – Increase / Decrease		
		Change Budget Code <small>Note: Changes to PO budget code will not change codes on prior vendor payments. Please contact A/P to change codes on prior payments</small>		
		Change Part #, Item Description or ISBN #		
		Delete Line Item Completely		
	Line	From (Original)		To (Updated)

Order Additional / New Line Item(s)

Qty	Unit Price	Part # and Description	Budget Code
	\$		
	\$		

For More Than 2 Additional Items Please Create a “NEW” Requisition.

Administrator/Principal Signature:

Finance Department Approval:

PO Modification request will not be processed without an Authorized Administrative Signature
 Please email to Fernanda Ordaz at ordaz@phoenixunion.org
 or Send via District Mail: Fernanda Ordaz @ CEE

Budget/Finance/Student Activity Department Approval Signature:

PO Modification Completed by:	Date
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