

# University Purchasing Department

## Purchase Requisition and Purchase Order

### Change Request Form

**DATE:**

Requisition Number:	Purchase Order Number:
Account Name:	Account Number:

### **DESCRIPTION OF CHANGE**

<input type="checkbox"/>	Increase by \$	New PR/PO \$
Description:		

<input type="checkbox"/>	Decrease by \$	New PR/PO \$
Description:		

Disencumber/Cancel PR/PO

Requested by:	Extension #
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Account Sponsor Approval: \_\_\_\_\_

**INSTRUCTIONS:**

- Complete request form
- List total dollar of increase or decrease of PR/PO
- List new total dollar of PR/PO
- List description of request: e.g., change in quantity, item, price, object code or any other relevant information
- If requesting to disencumber it will cancel your PR/PO
- Account Sponsor must approve this request
- Email or fax this request; In lieu of Account Sponsor signature the routing of this request through email, from the Account Sponsor, is accepted

**SEND TO:**

Email or fax this request form to the following person.  
Increase or Decrease of PR/PO: Peggy Osborn –  
[Osborn@nsuok.edu](mailto:Osborn@nsuok.edu)  
Disencumber of PR/PO: Kim Coffman –  
[coffmakm@nsuok.edu](mailto:coffmakm@nsuok.edu)

University Purchasing Fax #: 458-2335

For questions call University Purchasing: x2170