

EL DORADO COUNTY OFFICE OF EDUCATION
 6767 GREEN VALLEY ROAD
 PLACERVILLE, CA 95667
 (530) 622-7130

REQUEST FOR CHANGE ON PROCESSED PURCHASE ORDER

INSTRUCTIONS: PLEASE COMPLETE ALL OF THE ITEMS BELOW. UNDER "CHANGE REQUESTED", IT MAY BE EASIER TO WRITE IN "SEE ATTACHED" AND INCLUDE A COPY OF THE PURCHASE ORDER WITH CHANGES NOTED ON THE COPY. IF THE VENDOR REQUIRES WRITTEN VERIFICATION OF THE CHANGE, A COPY OF THIS FORM WILL SUFFICE.

ROUTING (Check One)

To: Accounts Payable From: Date:

To: From: Accounts Payable Date:

PURCHASE ORDER NO.:

PURCHASE ORDER DATE:

VENDOR NAME:

VENDOR NO.:

PURCHASE ORDER ACCOUNT CODE(S):

FD	RESC	Y	OBJT	GOAL	FUNC	LC1	LOC2	L3	SCH	%

REASON FOR ACTION

Adjustment to Blanket P.O.

Other

If "Adjustment to Blanket P.O."

\$ Amount Currently Overspent

\$ Amount Necessary for Balance of Year

\$ Total - Increase Decrease Close (Check One)

CHANGE REQUESTED/ ADDITIONAL INFORMATION:

Date: Program Signature:

Date: Accounting Review

ORIGINAL TO ACCOUNTS PAYABLE - COPY TO PROGRAM