

PURCHASE ORDER CHANGE NOTICE

SFS Dept. ID	Date (MM) (DD) (YY) / /	AP BU and PO Type	Contract No.	Commodity Group No.	SFS PO Number	
Originating Agency			Shown on All Bills and Correspondence			
Vendor and SFS Vendor ID			Revised Total Encumbrance			
Item No.	Description of Material/Service		Quantity	Unit	Price	Amount

Reason For Change

PO Number	Line	Act	Amount	COST CENTER CODE				Obj
				Dept	Cost Center Unit	Var	Yr	

Authorized Signature

Agency Telephone Number

VENDOR

PURCHASE ORDER CHANGE NOTICE

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OSC

Agency Telephone Number

Check if continuation form is attached

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AGENCY-PURCHASING UNIT

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AGENCY-DELIVERY