



Munis Purchase Order Change Request Form

Purchase Order #	
Contract #	
Requestor	
Date Requested	
Department Approver	

Reason for Change(s)

Description of Line Change(s)	
Line #	Description of change (Quantity, Dollar Amount, Additional Line)

Account Information			
This section MUST be completed if you are adding a line or making a change to an existing line			
Line #	Org Code (Fund & Dept)	Object Code (Acct#)	Project Number (if applicable)

Original PO Total: _____ New PO Total: _____

Department Approver Signature: _____

Purchasing Dept Signature: _____

(Email documents of change to your departments designated Purchasing Group)