



Munis Purchase Order Change Request Form

Purchase Order#	
Vendor Name	
Contract #	
Requestor	
Date Requested	
Department Approver	

Reason for Change(s):

Description of Line Change(s)			
Line #	Description (Quantity, Dollar Amount, Additional Line)	Original Line Total	New Line total

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

Original PO Total: _____ **New PO Total:** _____

Department Approver Signature: _____

Purchasing Dept. Signature: _____

(Email form to _Purchasing@roundrocktexas.gov)