



Purchase Order/Requisition Change Request

Purchase Order Change Request Form must be completed to make any changes to a purchase order. ALL financial increases to Purchase Orders require authorisation by duly delegated officers for the total amount of the purchase order.

Order/Req. Number:		Vendor Name:	
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<input type="checkbox"/> Change the item description	Item No.		Description should be:						
<input type="checkbox"/> Change the quantity	Current Quantity				Change Quantity				
<input type="checkbox"/> Change the Ledger codes	If more lines required please attach another form and indicate with a tick in this box <input type="checkbox"/>								
Line/item number ____	Current	Fund		Orgn		Acct		Program	
	Change to	Fund		Orgn		Acct		Program	
Line/item number ____	Current	Fund		Orgn		Acct		Program	
	Change	Fund		Orgn		Acct		Program	

<input type="checkbox"/> Increase/decrease the amount of an Order/Requisition									
Line/Item 1	Current Amount				Line/Item 3	Current Amount			
	Increase by					Increase by			
	Decrease by					Decrease by			
	New Total					New Total			
Line/Item 2	Current Amount				Line/Item 4	Current Amount			
	Increase by					Increase by			
	Decrease by					Decrease by			
	New Total					New Total			
New total of Purchase Order \$					If more lines requires please attach another form, changing the Line number and indicate with at tick in this box <input type="checkbox"/>				

Order needs to be a Pro-forma Order for payment in Advance

<input type="checkbox"/> Add commodity to order/req.	If more lines required please attach another form and indicate with a tick in this box <input type="checkbox"/>								
Description								Amount \$	
Is this amount GST Inclusive Yes <input type="checkbox"/> No <input type="checkbox"/>	Fund		Orgn		Acct		Program		

Cancel/Close the Purchase Order/Requisition – order/requisition will not be closed without a reason being provided

Reason: _____

Did this order go to Procurement Review Board? Yes No

	Signature	Name	Date
Prepared by			
Authorising Officer: <i>(Under Section 12, Public Finance and Audit Act)</i>			

Purchasing Use Only

Actioned by _____ Date _____