

**PURCHASE ORDER  
CHANGE ORDER REQUEST FORM**

Project: \_\_\_\_\_ (Name) Purchase Order Change Order Date: \_\_\_\_\_  
\_\_\_\_\_ (Address) Original Purchase Order Number: \_\_\_\_\_  
\_\_\_\_\_

Contractor/Vendor: \_\_\_\_\_

**I. DESCRIPTION OF REQUESTED CHANGES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** If work is to be performed in a unit, unit description and cost by unit must be shown.

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**II. COST AND TIME ANALYSIS:**

- The original Purchase Order Sum was..... \$ \_\_\_\_\_
- Net change to original Purchase Order Sum by previously authorized Change Orders..... \$ \_\_\_\_\_
- The Purchase Order Sum prior to this Change Order was ..... \$ \_\_\_\_\_
- The Purchase Order Sum will be changed by the amount of..... \$ \_\_\_\_\_
- The New Purchase Order Amount..... \$ \_\_\_\_\_

**NOTE: It is understood that the requested changes will not be undertaken until a Change Order is approved.**

Submitted by Contractor: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

