



Supply Management

Change Request to Active Purchase Order

If a PO amendment (Change Order) is needed, the open PO can be changed only before final invoice completing the original PO is received. Once final invoice has been received no further changes will be processed. If additional goods/services are required a new PR will need to be completed & submitted for a new PO

PO Number: _____	LOA Number: _____	Date of Request: _____
_____ Name of FMS Authorized Signatory	_____ <i>Signature</i>	_____ <i>Contact email</i>
_____ Second FMS Authorized Signatory or one Admin level higher than requestor	_____ <i>Signature</i>	_____ <i>Contact email</i>

Change Order Request & Justification	
<input type="checkbox"/> Add Additional Funds to PO <input type="checkbox"/> Reduce Value of PO <input type="checkbox"/> Add CFI Discount <input type="checkbox"/> Add Educational Discount <input type="checkbox"/> Add/Decrease Quantity <input type="checkbox"/> Currency Change <input type="checkbox"/> Change Payment Terms	_____ _____ _____ _____ _____ _____ _____
All Dollar Value changes are exclusive of tax or surcharges	
<input type="checkbox"/> Extension to Agreement <input type="checkbox"/> Additional Warranty Added <input type="checkbox"/> Change to Freight/Add <input type="checkbox"/> Change Vendor Information (Address or Contact) <input type="checkbox"/> Speedchart/Account Code <input type="checkbox"/> Other, please state	_____ _____ _____ _____ _____
Additional Notes:	
_____ _____	

Internal-For Accounts Payable Change Orders Only	
Provide Details: <input type="checkbox"/> Alter Tax Code <input type="checkbox"/> Amount Only <input type="checkbox"/> Credit Line <input type="checkbox"/> Vendor Name Change <input type="checkbox"/> Other, please state	_____ _____ _____ _____ _____
AP Processor Name: _____	
Supply Management Purchasing Officer Signature – _____	
requests over 50K only	