



## Request for Change Order

Date \_\_\_\_\_

Purchase Order # \_\_\_\_\_ Increase or Decrease (Circle one)

Project # \_\_\_\_\_

Original Amount \$ \_\_\_\_\_

Total Previous Change Order(s) \$ \_\_\_\_\_

New Change Order Amount \$ \_\_\_\_\_

**New Total** \$ \_\_\_\_\_

Department \_\_\_\_\_ Account to be charged \_\_\_\_\_

Requested by \_\_\_\_\_

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**Approvals:**

Department \_\_\_\_\_

Purchasing \_\_\_\_\_

Controller's \_\_\_\_\_

VP \_\_\_\_\_

President \_\_\_\_\_

Include an explanation of why change order is needed. Also, if it is for additional services or products, include a quote for the addition.