City of Revere
Purchase Order Change Request Form

Date: ___________________________  Dept Head Approval: ___________________________

To:  ___________________________  Purchasing Approval: ___________________________

From: ___________________________  Audit Change Performed by: ___________________________

Vendor #: ___________________________  Vendor Name: ___________________________

Please make the following changes in the computer:

1. Purchase order number 201 ______ contains an incorrect Vendor/Vendor #:
   Please change from (Vendor No./Vendor Name) ___________________________
   Please change to (Vendor No./Vendor Name) ___________________________

2. Purchase order number 201 ______ contains an incorrect General Ledger Account No:
   Please change from (Account #) ___________________________
   Please change to (Account #) ___________________________

3. Purchase order number 201 ______ contains an incorrect total amount:
   Please change from ($) ___________________________
   Please change to ($) ___________________________

4. Purchase order number 201 ______ contains an incorrect Vendor Address:
   Please change from (Address, City, State, Zip) ___________________________
   Please change to (Address, City, State, Zip) ___________________________

5. Please VOID Purchase order number 201 ______:

Please explain reason for the change/s.

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Revised 2/6/2010