CHANGE ORDER & FOAP CHANGE REQUEST FORM
Return completed form to: Purchasing-Requisitions routing status in Xtender.

Current PO# _____ New PO# _____ Date: _____

Originator Name: _____

Authorized Signature: _____ Printed Name: _____

Vendor Name: _____ Close PO ☐

Change Order

Increase/Decrease	Amount	Fund	Org	Acct	Prog	Activ

FOAP Change

	Fund	Org	Acct	Prog	Activ
ORIGINAL FOAP					
CHANGE FOAP TO:					
ORIGINAL FOAP					
CHANGE FOAP TO:					
ORIGINAL FOAP					
CHANGE FOAP TO:					

Notes:

REV 06/25