



# CHANGE ORDER & FOAP CHANGE REQUEST FORM



Return completed form to: Purchasing-Requisitions routing status in Xtender

**CURRENT PO #**

**VENDOR BEAR #**

**PLEASE FILL OUT THE FORM (REQUIRED)**

**DATE**

**ORIGINATOR FIRST NAME**

**LAST NAME**

**AUTHORIZED SIGNATURE**

**PLEASE TYPE/PRINT NAME**

**VENDOR NAME**

## CHANGE ORDER

**ORIGINAL AMOUNT**

**INCREASE AMOUNT**

**DECREASE AMOUNT**

**TOTAL AMOUNT**

**ORIGINAL AMOUNT**

**INCREASE AMOUNT**

**DECREASE AMOUNT**

**TOTAL AMOUNT**

**ORIGINAL AMOUNT**

**INCREASE AMOUNT**

**DECREASE AMOUNT**

**TOTAL AMOUNT**

## FOAP CHANGE

**FUND**

**ORGN**

**ACCT**

**PROG**

**ACTIV**

**FUND**

**ORGN**

**ACCT**

**PROG**

**ACTIV**

**FUND**

**ORGN**

**ACCT**

**PROG**

**ACTIV**

**FUND**

**ORGN**

**ACCT**

**PROG**

**ACTIV**

**(PURCHASING OFFICE USE ONLY)**

**Change Order #**

**NEW PO #**

**CLOSED PO ENCUMBRANCE #**