

School Board of Alachua County
PURCHASE ORDER CANCELTION/CHANGE FORM
 (Please forward the completed form to the Purchasing Department)

P.O. CANCELATION

P.O. CHANGE

PURCHASE ORDER # _____

ORIGINAL AMOUNT _____

Please cancel this purchase order in BiTech for the following reason(s): _____

For purchase orders less than \$12,500, it is the requesting school or department's responsibility to notify the vendor of the order cancellation. Purchasing Department approval is required before canceling any order greater than \$12,499.

Please type or print neatly: Please check the change(s) required and note the detailed reason(s) for the change below.

Change Item(s)

Delete Items

Price Changes

Other _____
 (please specify)

Add Item(s)

Charge item(s) to this account: _____

DETAILED REASON FOR CHANGE: **REASON FOR CHANGE MUST BE NOTED**

P.O. Item No.	Change Description, Change Part or Catalog #, or "Delete" Item	Change PO Quantity		Change Item Price MUST Note Unit Price		Coding Changes Must be Approved By the Finance Department ONLY
		From	To	From	To	

Requestor's Signature: _____ Date: _____

PURCHASING DEPT. APPROVAL: _____ DATE: _____
 PURCHASE ORDER CHANGE FORM FORWARDED TO FINANCE ON _____

***The Department administering the Grant must approve price increases for orders from 0420 funds**