

Alachua County Public Schools
Purchase Order Cancellation/Change Form

(Please forward the completed form to the Purchasing Department at the District Office)

Purchase Order Cancellation Purchase Order Change

Purchase Order #: _____

Original Amount: _____

Please cancel this purchase order in 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:**

PO 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 Dept. ONLY
		From	To	From	To	

Requestor's Signature: _____ Date: _____

Purchasing Department Approval: _____ Date: _____

Purchase Order Change Form Forwarded to Finance on: _____

***The Department administering the Grant must approve price increases for orders from 4200 funds**