

Requisition Input/Authorization	Change Order Request
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Requisition# R _____ Is this a requisition for a future year purchase? _____ Ordering Department _____ Order Contact: _____	Purchase Order #: _____  Vendor Name: _____
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Delivery Date (Date Needed): \_\_\_\_\_  
 Deliver To: (IF DIFFERENT FROM ORDERING DEPT.) \_\_\_\_\_  
 Department: \_\_\_\_\_ Attn To: \_\_\_\_\_ Ext: \_\_\_\_\_

Recommended Vendor:

Name: _____	Phone: _____
Address: _____	Fax: _____
_____	Email Address: _____
_____	Web <a href="#">URL</a> : _____

To designate document accounting, please enter FOAPAL information here.  
 (To designate commodity accounting, enter FOAPAL info with the corresponding line item below)

FUND	ORG	ACCT	PROG	ACT		%	<b>OR</b>	AMOUNT
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____

Line 001  
 DESC: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

UOM		Quantity		Unit Price		Ext Price		
_____		_____		_____		_____		

FUND	ORG	ACCT	PROG	ACT		%	<b>OR</b>	AMOUNT
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____

Line 002  
 DESC: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

UOM		Quantity		Unit Price		Ext Price		
_____		_____		_____		_____		

FUND	ORG	ACCT	PROG	ACT		%	<b>OR</b>	AMOUNT
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____
_____	_____	_____	_____	_____		_____		_____

TOTAL: \_\_\_\_\_

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Dept Head Approval \_\_\_\_\_ Date \_\_\_\_\_

**FOR PURCHASING USE ONLY**

Type: Regular _____ Standing _____ Blanket _____	Codes: Buyer _____ Discount _____ FOB _____ Class _____	Clauses: _____ _____ _____	Expected Delivery Date: _____ Notified _____ P/D _____ (Vendor and/or Department) By _____ Date/Time _____
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