CANYONS SCHOOL DISTRICT

Purchase Order Change Order or Delete Form

School/Department: _____ **Purchase Order #:** _____

Vendor Name: _____ **Vendor Contact/Phone #:** _____

Reason for Deletion or Change: _____

_____

Fill in the information below and return to the Purchasing Department through district mail. A copy of the changed PO will be sent to Accounting by Purchasing. If additional room is needed, please attach additional change order form.

Section A - Original: Describe *original* item(s) to be changed including original item #, quantity, price, etc.

ITEM	QTY	UNIT PRICE	EXTENDED PRICE

Original PO Total: $ _____

Section B - Changes: Describe *changes* to item(s) above such as item #, quantity, price, etc. List items individually, including each item quantity change or price change (list correct prices, not price differences). Please list quantity and price for each item regardless whether that category is revised or not.

ITEM	QTY	UNIT PRICE	EXTENDED PRICE

New PO Grand Total: $ _____

Print Your Name: _____ **Telephone #:** _____

Director/Principal Signature: _____ **Date:** _____

For Purchasing Department Use Only

Reviser's Initials: _____ Date of Change/Deletion: _____

Buyer's Signature: _____ Date: _____

Special Instructions: _____ Resend to Vendor: Y ☐ N ☐