

STATE OF ALABAMA

REQUEST FOR PURCHASE ORDER CHANGE

TO: Department of Finance
Division of Purchasing

Purchase Order No.: _____
Change No.: _____
Request Date: _____
Document Type: _____
SNAP Req. No.: _____
Agency Req. No.: _____
Fiscal Year: _____

FROM: Agency Name: _____
Division: _____
Agency Number: _____

VENDOR: _____ **VENDOR NO:** _____

ADMINISTRATIVE CHANGE TEXT OR NECESSARY EXPLANATION:

COMMODITY LINE ADJUSTMENTS:

Purchase order Line No. _____ Contract No. and Contract Line No. (If applicable): _____

Increase Decrease Amount of Adjustment: \$ _____ Inventory Item (Y or N): _____

Purchase order Line No. _____ Contract No. and Contract Line No. (If applicable): _____

Increase Decrease Amount of Adjustment: \$ _____ Inventory Item (Y or N): _____

ACCOUNTING DISTRIBUTION: (USE AGENCY ACCOUNTING CODES)

O / N	L N	FUND	AGCY	ORG	APPR	ACT	OBJ	SUB OBJ	INT. DEPT (1)	INT. DEPT. (2)	I / D	AMOUNT

APPROVED: _____
Authorized Department Signature

Instructions: Departments should be aware that only the unliquidated portion of the original encumbrance can be decreased or redistributed. The Accounting Distribution cannot be changed for any P.O. lines if an expenditure has been charged against it.

DIVISION OF PURCHASING APPROVAL

By _____

Title: _____

Date: _____