

FOWLER SCHOOL DISTRICT NO. 45
1617 S 67TH Ave.
Phoenix, Arizona 85043
(623) 707-4500

PURCHASE ORDER CHANGE REQUEST

Purchase Order No.: _____
Requisition No.: _____
General Ledger Code: _____

Vendor Name: _____

Current Purchase Order Amount: \$ _____
Increase: \$ _____
Decrease: \$ _____
New Purchase Order Amount: \$ _____

New General Ledger Code: _____

Other: _____

Additional Information:

Requested by _____ Date _____

Department/School _____ Phone # _____

AUTHORIZATION:

_____ Date _____
Principal or Department Head Signature

_____ Date _____
Finance Department Signature