



# Purchase Order Change Request Form

Boston College  
Purchasing Department

**PURPOSE** -- To request changes to a purchase order that has been dispatched to a vendor.

**Please complete the following information:**

**NOTE** -- Contact Main Purchasing at ext. 2-3055 or Facilities Purchasing at ext. 2-0318 with any questions.

### Purchase Order Information

Purchase Order #

Vendor Name :

Buyer :

Reason for change :

Change Req : Increase in \$ \_\_\_\_\_  
Decrease in \$ \_\_\_\_\_

New Total Amount for PO :

Distribution	Dept	Fund	Fund Source	Program	Function	Property	Account
%							
%							

If funded by a grant or capital project please include the following values:

Distribution	Project	PC Bus Unit	Activity	Res Type	Category	Sub-Cat
%						
%						

### Department Information

Department:

Change Requested by:

BC Extension:

E-Mail Address:

### Approvals

Departmental Approval:

Fund Approval :

Buyer Approval:

This form may be attached to an email and forwarded to your departmental approver. Approvers should complete the approval section and forward this document to the Fund approver if necessary. Fully approved forms should be sent to Purchasing for processing.

Please email completed form to the Purchasing Office [purchasing@bc.edu](mailto:purchasing@bc.edu)