



Purchase Order Amendment

POA Information:

PO Number:	Amendment Number:	Request Date:
Supplier Name:	Prepared By:	

Action Requested:

Select all that apply

- Add new line(s) to PO (follow step 1)
- Change pricing amount on a line (follow step 2)
- Change chartfield string on a line (follow step 4)
- Change PO Due Date (continue to step 3)
- Close existing line # ___ on PO (continue to signature)
- Close entire PO (continue to signature)
- Other (continue to Change Description)

1. Add new line(s) to PO

Amount	\$	Line description					
		Account	Fund	Dept. ID	Project	Class	Program
Chartfield							

Leave blank if only adding one new line

Amount	\$	Line description					
		Account	Fund	Dept. ID	Project	Class	Program
Chartfield							

2. Change amount on line(s)

Line #		Original amount:	\$	New amount:	\$
Line #		Original amount:	\$	New amount:	\$

3. Change PO Due Date

Current Due Date:	
New Due Date:	

Please proceed to "Change Description" portion

4. Change chartfield string on a line

Line #		Account	Fund	Dept. ID	Project	Class	Program
Current							
New							
Line #		Account	Fund	Dept. ID	Project	Class	Program
Current							
New							

Change Description

Please describe the reason for the requested change:

*******Please attach any supporting documentation for this amendment*******

Document Routing:

Send signed form (and any additional documents) to corp@csusm.edu > received by Operations Coordinator > routed for CSUSM Corporation Approval > Operations Coordinator executes request

Approving Authority Name: _____

Approving Authority Signature: _____ Date: _____

CSUSM Corporation: _____ Date: _____