

CHANGE

ORDER



**OFFICE OF INSTITUTIONAL PURCHASING
LEHIGH UNIVERSITY
BETHLEHEM, PA 18015
(610) 758-3840**

TO PURCHASE ORDER _____
DATE OF CHANGE _____
CHANGE ORDER NUMBER _____

V E N D O R	_____

- PRICE CHANGE
- QUANTITY CHANGE
- ITEM DELETION
- ITEM ADDITION
- CANCELLATION
- SEND CHANGE ORDER TO VENDOR
- USE ACCT. # ON ORIGINAL P.O.
- USE ACCT. INDICATED AT ITEM #
- INTERNAL CHANGE ONLY

The following changes are authorized on the above purchase order which otherwise remains subject to all terms and conditions as originally stated.

PLEASE INDICATE ACCOUNT NUMBER (S) TO BE CHARGED IF DIFFERENT FROM ORIGINAL PURCHASE ORDER.

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED AMOUNT

For Purchasing Dept. Only:
Buyer Initial: _____

- 1. Total amount of this change order _____
- 2. Total amount of previous change order (s) _____
- 3. Total amount of original purchase order _____
- 4. New purchase order amount _____

cc: Project File
 A1:change.frm

SIGNATURE: _____
 DEPARTMENT: _____