



**IMPORTANT: Invoices that do not exceed 15% or (\$300) of the original PO amount can be processed without a formal Change Order. In any case, the total of all change orders can not exceed 25% of the original purchase order.**

**Date:** \_\_\_\_\_ **Purchase Order No:** \_\_\_\_\_ **Requestor Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Vendor Name:** \_\_\_\_\_

**Vendor J#:** \_\_\_\_\_

**Original PO Amount** \_\_\_\_\_ **New PO Amount** \_\_\_\_\_

Action			Description	Qty	Unit Price	Total of Change
Add New	Increase	Decrease				
Add New	Increase <input type="checkbox"/>	Decrease				
Add New	Increase	Decrease				

**Reasons, comments, etc:**

**Required FOAPAL amount change:**

Fund	Org	Acct	Prog	Activity	Locn	Amount
Add New	Increase	Decrease				
Add New	Increase	Decrease				
Add New	Increase	Decrease				

**Request Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Request Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* Approvals must be identical to those required for purchase order and/or Direct Pay processing.**

**Please complete and return to the following:**

**The University of South Alabama  
Purchasing Department  
Technology and Research Park Bldg. III  
650 Clinic Drive, Suite 1400  
Mobile, AL 36688-0002  
Phone: (251) 460-6151  
Fax: (251) 414-8291**