



Peralta Community College District

Request for Change Order

Purchase Order No. _____ Change Order No. _____

Requisition No. _____ Date of request _____

Vendor _____ Vendor # _____

C. O. requested by _____ Department _____

Original dollar amount of purchase order _____

Dollar amount of change _____

Accounting:

| Loc | Fund | Cost Center | Program | Acct. Suffix | Project | Acct. Line | Category Object Code |
|-----|------|-------------|---------|--------------|---------|------------|----------------------|
| | | | | | | | |

Provide a complete explanation of the circumstances that necessitates this change. Identify what is being changed, i.e., item no., price, quantity, description, etc. Attach any required supporting documentation including quote from vendor identifying the changes. Please indicate which line item of the original requisition needs to be changed.

| Line # | Item # | Description | Quantity | Unit Price |
|--------|--------|-------------|----------|------------|
| | | | | |
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| | | | | |

Authorized by: _____
 Business Manager _____ at _____ College Date _____