

**Date of Request:**

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**Requesting Department:**

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**PO #:**

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**Vendor Name:**

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**Description of Scope/Material Change (if any):****Current PO Amount:** \$

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**Amount of Change:** \$  
*(net increase or decrease)*

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**New PO Amount:** \$

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**Requested By:**

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*(End User / Key Stakeholder)***Date:**

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**Approved By:**

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*(Dean / Department Head / Business Officer)***Date:**

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