

STATE OF CALIFORNIA  
**PURCHASE ORDER/ESTIMATE**  
**CHANGE REQUEST**

SEND TO: DEPARTMENT OF GENERAL SERVICES  
 PROCUREMENT DIVISION

STD. 96 (REV. 4/94)  
*Purchase Order Change (S.A.M. Section 3566)*

<b>AGENCY TO COMPLETE</b>		AGENCY	AGENCY CONTACT PERSON	
CHANGE TO (CHECK ONE AND ATTACH COPY OF DOCUMENT BEING CHANGED)		PROCUREMENT DIVISION BUYER	CONTACT PHONE NUMBER	CALNET NUMBER
<input type="checkbox"/> PURCHASE ORDER	<input type="checkbox"/> ESTIMATE	PURCHASE ORDER NUMBER	AGENCY BILL CODE	PURCHASE ESTIMATE NUMBER


A	CONFIRMING 96 FOR ADDITIONAL FUNDS REQUESTED BY O/P	G	CHANGE IN VENDOR'S NAME
B	CHANGE IN QUANTITY	H	MATHMATICAL ERROR OVER \$10.00
C	CANCELLATION OF ITEM	I	CHANGE IN ESTIMATE NUMBER
D	CHANGE IN DESCRIPTION, SPEC'S., OR SUBSTITUTION OF MATERIAL	J	INVOICE TERM DISCOUNT IS LESS THAN P.O.
E	ADDITION OF ITEM	K	CHANGE IN F.O.B. POINT
F	CHANGE IN UNIT PRICE	L	OTHER

**DESCRIPTION OF PURCHASE ORDER OR ESTIMATE CHANGE**


P.E. PG. NO.	LINE NO.	QUANTITY	UNIT	STOCK ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION

REASON FOR CHANGE (SEE S.A.M. SECTION 3559)

**BUDGET ALLOTMENT TO BE CHARGED - TO BE COMPLETED FOR INCREASE OR DECREASE**

<b>PAYABLE FROM FUND</b>	PROGRAM/CATAGORY (CODE AND TITLE)		FUND TITLE	
<b>APPROPRIATION</b>	OPTIONAL USE		CHAPTER	STATUTE
	ITEM			
OBJECT OF EXPENDITURE (CODE AND TITLE)				
I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THE UNENCUMBERED BALANCE OF THE DEPARTMENTAL BUDGET PROVISION FOR THE PERIOD, FUNCTION AND OBJECT STATED ABOVE IS CORRECT.  (AFTER T.B.A. _____ ) (AFTER B.A. _____ )  ACCOUNTING OFFICER'S SIGNATURE 			1. PREVIOUS TOTAL	.....
			2. AMOUNT OF THIS ESTIMATE INCREASE OR DECREASE	.....
			3. TOTAL OF REVISED ESTIMATE	.....

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT THE SERVICE SPECIFIED HEREON IS NECESSARY TO PERFORM THE FUNCTION INDICATED; THAT THE COST OF EACH ITEM HAS BEEN CAREFULLY ESTIMATED AND IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ADEQUATE TO COVER THE ACTUAL COST; AND THAT THE ITEMS SET FORTH ARE IN ACCORDANCE WITH THE CURRENT BUDGET PROVISIONS.

SIGNATURE 	PHONE NUMBER	TITLE	DATE
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