

CHANGE REQUEST STD. 96 (REV. 10/2019) <i>Purchase Order Change (S.A.M. Section 3566)</i>		AGENCY		AGENCY CONTACT PERSON	
AGENCY TO COMPLETE CHANGE TO <i>(CHECK ONE AND ATTACH COPY OF DOCUMENT BEING CHANGED)</i> <input type="checkbox"/> PURCHASE ORDER <input type="checkbox"/> ESTIMATE		PROCUREMENT DIVISION BUYER		CONTACT PHONE NUMBER	CALNET NUMBER
		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

[illegible]


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

PAYABLE FROM FUND	PROGRAM/CATAGORY (CODE AND TITLE)			FUND TITLE
APPROPRIATION	OPTIONAL USE			
	ITEM	CHAPTER	STATUTE	FISCAL YR.

[illegible]

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. _____)	1. PREVIOUS TOTAL	
	2. AMOUNT OF THIS ESTIMATE INCREASE OR DECREASE	
ACCOUNTING OFFICER'S SIGNATURE 	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
--	--------------	-------	------