

W.B. Mason Addition/Update Change Order Form

ADDITION
INACTIVE

Please make a selection

Department #

Department Name

Requester Name

Requester Email

Approver's Name

Approver's Email

** If you are a requester for more than one department please note all Department #'s and Approver's.

*Requester - Person (s) entering orders for department - Secretary

*Approver - Person approving department orders - Director/Chair

Please send completed form to the Purchasing Office - Building #5.