



RHODE ISLAND COLLEGE
 PURCHASING DEPARTMENT
 PHONE#: 401-456-8047 FAX #: 401-456-8528

REQUISITION AND PURCHASE ORDER
CHANGE FORM

DATE: _____

REQUISITION# _____

PURCHASE ORDER NUMBER TO BE CHANGED: _____
 (ONLY 1 PURCHASE ORDER PER FORM)

TYPE OF CHANGE TO BE MADE	FROM	TO
SUPPLIER NAME:		
LINE ITEM DESCRIPTION CHANGE (MUST IDENTIFY LINE# _____)		
ADDING A LINE - PROVIDE DESCRIPTION, QUANTITY, UNIT PRICE:		
DELETE/CANCEL A LINE ITEM (MUST IDENTIFY LINE# _____)		
REDUCE THE QUANTITY ON A LINE ITEM (MUST IDENTIFY LINE# _____)		
INCREASE THE QUANTITY ON A LINE ITEM (MUST IDENTIFY LINE# _____)		
CHANGE THE DEPARTMENT NUMBER (MUST IDENTIFY LINE# _____)		
CHANGE THE ACCOUNT NUMBER (MUST IDENTIFY LINE# _____)		
BLANKET/CONTRACT VALUE CHANGE		
CANCEL ENTIRE PURCHASE ORDER <input type="checkbox"/> (give justification/reason below)	N/A	N/A
CANCEL ENTIRE REQUISITION <input type="checkbox"/> (give justification/reason below)	N/A	N/A

REASON/JUSTIFICATION: _____

CONTACT PERSON: _____ PHONE NUMBER: _____