

# Purchase Order Change Order Request Form



Please fill out the form, sign and return to [bisd.purchasing@birdvilleschools.net](mailto:bisd.purchasing@birdvilleschools.net)  
Please include any documentation to support your change request such as quote, invoice, etc.

Date of Request: \_\_\_\_\_

Department/School: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Original Purchase Order Amount: \_\_\_\_\_

Please describe the change(s) requested:

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Manager's Signature

\_\_\_\_\_  
Date

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**Purchasing Department Use Only:**

Approved     Denied    Comments if Denied: \_\_\_\_\_

Buyer Name: \_\_\_\_\_

New PO #: \_\_\_\_\_

Additional Notes: