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| J:\Function\Branding\- New OMES logo\Horizontal\OMES-logo-horiz-RGB.jpg | | | | | | | **Change Order Request** | | | |
| **Completed request shall be submitted via e-Pro.** | | | | | **PEOPLESOFT REQUISITION #** | | | | | | |
| **No other form of submission will be accepted.** | | | | | **PURCHASE ORDER #** | | | | | | |
| **New purchase order total: $** | | |  | | Central Purchasing processed by: | | |  | Date: |  | |
| **BUSINESS UNIT #:** |  | | **AGENCY:** |  | | | | **AGENCY REQ #** | | | |
| **PeopleSoft vendor ID #** | |  | | | | **Detailed justification for change is required:** | | | | | |
| **Name and address:** | | | | | |  | | | | | |
| **Notify vendor:** | | | **Yes** | **No** | |  | | | | | |

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| **Line item #** | **Item ID description** |  | **From** | **To** | **Net change (+ or -)** |
|  |  | Unit quantity |  |  | 0 |
| **Schedule #** |  | Unit of measure |  |  |  |
|  |  | Unit price |  |  | $0.0000 |
|  |  | Total line item amount | $0.0000 | $0.0000 | $0.0000 |

**Funding summary:**

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| Dist  line # | Amount/qty. | Account | Sub  acct | Fund  type | Class  funding | Dept | Bud  ref | CFDA | Program code | Project | Activity | Source type | Operating  unit | Difference  (+ or – or same) |
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| **Line item #** | **Item ID description** |  | **From** | **To** | **Net change (+ or -)** |
|  |  | Unit quantity |  |  | 0 |
| **Schedule #** |  | Unit of measure |  |  |  |
|  |  | Unit price |  |  | $0.0000 |
|  |  | Total line item amount | $0.0000 | $0.0000 | $0.0000 |

**Funding summary:**

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| Dist  line # | Amount/qty. | Account | Sub  acct | Fund  type | Class  funding | Dept | Bud  ref | CFDA | Program code | Project | Activity | Source type | Operating  unit | Difference  (+ or – or same) |
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| Signature of person requesting change: | Phone: | Date: |
|  | Email: | |
|  |  | |
| Signature of agency approving authority: | Phone: | Date: |
|  | Email: | |