|  |  |
| --- | --- |
| 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** **[ ]**  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Distline # | Amount/qty. | Account | Subacct | Fundtype | Classfunding | Dept | Budref | CFDA | Program code | Project | Activity | Source type | Operatingunit | 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:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Distline # | Amount/qty. | Account | Subacct | Fundtype | Classfunding | Dept | Budref | CFDA | Program code | Project | Activity | Source type | Operatingunit | Difference(+ or – or same) |
|    |       |       |    |      |       |       |    |       |       |       |       |       |       |       |
|    |       |       |    |      |       |       |    |       |       |       |       |       |       |       |
|    |       |       |    |      |       |       |    |       |       |       |       |       |       |       |

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| --- | --- | --- |
| Signature of person requesting change: | Phone:       | Date:       |
|  | Email:       |
|  |  |
| Signature of agency approving authority: | Phone:       | Date:       |
|  | Email:       |