

MEMO
BUDGET CHANGE FORM

DATE: _____

TO: ACCESS - Budget Office /Purchasing Department

FROM: _____ PHONE #: _____
(Principal/Budget Designee)

PAR: _____

SUBJECT: Purchase Order Adjustment

Vendor Name: _____ P.O. # _____

Adjustment (select one): _____

Total			
_____	Budget #: _____	From: _____	To: _____
_____	Budget #: _____	From: _____	To: _____

Budget #			
_____	From: _____	To: _____	
_____	From: _____	To: _____	

Other			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason: _____

Submit to Budget Office for review and approval. (A copy of the Purchase Order must be attached).

Reviewed by: _____	Date: _____	Budget Office Use Only
Approved by: _____	Date: _____	