Purchase Order Modification Form

Document Information: *Select document type and enter document number being reference for modification*

☐ Encumbrance   E _____   ☐ Purchase Order (PO)   P _____

Vendor Information: *Identify the Vendor name*

_____

FOAPAL Information: *Identify the PO line #, the FOAPAL(s) and the increase/decrease by amount*

LINE #	FUND	ORG	ACCT	PROG	ACTIVITY	AMOUNT	I=Increase D=Decrease A=Add
_____	_____	_____	_____	020	_____	_____	_____
_____	_____	_____	_____	020	_____	_____	_____
_____	_____	_____	_____	020	_____	_____	_____
_____	_____	_____	_____	020	_____	_____	_____
_____	_____	_____	_____	020	_____	_____	_____
_____	_____	_____	_____	020	_____	_____	_____

Explanation: *Must identify the reason for the request*

```
                                                                              
                                                                              
                                                                              
```

Submit: *Submit via email by saving document to your desk top. Then go to File, Send To, Mail Recipient (as Attachment)*
Purchasing Office for POs and Francis Brush for Encumbrances