

Red Rocks Community College

CHANGE ORDER REQUEST

Purchase order or contract

PO Number

OR

Contract Number

Vendor Name

MODIFICATIONS: List all modifications being requested.

Change Dollar Amount

Increase

Decrease

Original Amount

New Amount

Justification

Change Other (i.e. Change in Statement of Work, Change of Line Item, etc.)

Requested By _____

Ext _____

Signature _____

Date _____

If the dollar amount of the Purchase Order/Contract is being increased, a second level authorization signature is required.

Second Level _____

Ext _____

Signature _____

Date _____

<i>Purchasing Only</i>	
Approved by _____	Date _____