

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, ORG Code, 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 _____