



# MISSISSIPPI VALLEY STATE UNIVERSITY®

## OFFICIAL INTERNAL PURCHASE ORDER CHANGE ORDER REQUEST FORM

Name & Address of Prepared Vendor		Date:	Extension	Box#		
		Requested By Signature				
		Approved By Signature	Project Director			
		Department Chair				
Department Name	Banner Org. Number	Requisition#	Purchase Order #			
<b>PLEASE NOTE:</b> No changes will allow if they affect the items being purchased. Changes that request a new item will require a new requisition. No changes to vendors are allowed Purchase order must be cancelled and another PO generated			Area Vice President			
<b>Only Changes</b> that will be allowed to description are those that clearly reflect industry standards {ie. Shipping changes, and set-up and die casting fees that coincide with monogram printing.}No changes allowed on PO's over 30 days old and/or charges made against the PO.						
<b>Please Check:</b> the type of changes being requested followed by a brief reason below	<b>Descriptions Change</b>	<b>Amt. Changes</b>	<b>Qty. Changes</b>	<b>Banner Org. # Change</b>	<b>Add Other Changes</b>	
Quantity	<b>Reason for Changes, Please Explain</b>		Old Cost	Old Total	New Cost	New Total
Total Cost of Changes						
<b>Changes in excess of \$5,000.00 requires the VP for Business and Finance Signature, in excess of \$10,000.00 requires the President's Signature</b>						
Fund	Banner Org. Number		Object Code	Amount		

**Please Refer to Approval Limits      Make sure changes can be made before filling out this form refer to change clauses above.**

Approved By:				
	Business and Finance Budget Officer	Date	Sponsored Program/Title III Director	Date
Approved By:				
	Vice President for Business and Finance	Date	Office of the President	Date
Processed By:	Purchasing Department			
				Date

**Revised 2/18/2025**