

CHANGE ORDER REQUEST

The following procedure shall be followed when requesting a change to a Purchase Order or a Blanket Purchase Order:

1. Submit a completed Change Order Request, form 4cd-270, to the District Purchasing Department to increase, decrease or cancel an outstanding purchase order or blanket purchase order (see Exhibit A).
2. Increases in orders will not be processed if the increase is more than permitted under the procedure followed to award the original order (see Business Procedure 11.01 and 22.21).
3. If adding a new General Ledger account number make sure it is active and provide detail in the "reason for change order" area.
4. All requests for change orders must be signed by the location Business Officer.

Contra Costa Community College District

CHANGE ORDER REQUEST

To: Director of Purchasing and Contracts
From: _____
Date: _____

PO/BPO No. _____

Vendor Name _____

GL Account No. _____

Change requested:

- Increase order by (amount) \$ _____
- Decrease order by (amount) \$ _____
- Cancel remaining balance (amount) \$ _____
- Cancel entire order
- Other

Detailed reason for request: _____

| Description of Changes | Line Item No. | Quantity | Unit Price | Total Amount |
|------------------------|---------------|----------|------------|--------------|
| <i>FROM</i> | | | | |
| <i>TO</i> | | | | |

Approved: _____
(Location Business Officer)

Date Approved: _____