

# MISSISSIPPI VALLEY STATE UNIVERSITY

14000 Hwy 82-W

Itta Bena, MS 38941-1400

## 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 <b>Up to \$1,000.00</b>		
Department Name	Banner Org. Number	Requisition#	Purchase Order #	

**PLEASE NOTE:** 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 **Up to \$5,000.00**

**Only Changes** 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 or alter the descriptions that alters the object code.

**Please Check:** the type of changes being requested followed by a brief reason below

	<b>Descriptions Addition</b>	<b>Amt. Changes</b>	<b>Qty. Changes</b>	<b>Banner Org. # Change</b>	<b>Add Other Changes</b>
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Qty.	Reason for Changes, Please Explain	Old Cost	Old Total	New Cost	New Total
Total Cost of Changes					

**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**

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:	<b>Purchasing Department</b>			
				Date

**Revised 2/27/2015**

White – Purchasing    Canary – Accountant    Pink – Department