# PO CHANGE/FINALIZATION REQUEST FORM

**Date:**

- **TODAY'S DATE**
- **YOUR APPROVER'S SIGNATURE**

**To Buyer:**

- **BUYER'S NAME**
- **YOUR APPROVER'S NAME**

**From:**

- **YOUR NAME**
- **YOUR EXTENSION**

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**Part I - Finalization of PO**

PO Number(s): _______________________________________________________________

(Purchase Order will be liquidated in its entirety. No further transaction will be allowed.)

**Part II - Change Order Request**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line No./Schedule No.</th>
<th>Current Distribution Chartfield</th>
<th>New Distribution Chartfield Changes (If any)</th>
<th>Original Schedule Amount</th>
<th>Decrease Amount/Invoiced Amount</th>
<th>New Schedule Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2201401234</td>
<td>1</td>
<td>660003-NG001-6075</td>
<td>660003-TC001-6075</td>
<td>$25,000.00</td>
<td>$10,000.00</td>
<td>$15,000.00</td>
</tr>
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<td>P140001</td>
<td>1</td>
<td>660003-NG001-6075</td>
<td>660003-TC001-6075</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

**Comments:** ____________________________________________________________________________________________

*Validate the decrease amount does not exceed amount invoiced.

**Please type on the form. Do NOT handwrite it.**