

City of Revere
Purchase Order Change Request Form

Date: _____ Dept Head Approval: _____
To: Marie Zelandi, Purchasing Agent Purchasing Approval: _____
From: _____ Audit Change Performed by: _____
Vendor #: _____ Vendor Name: _____

Please make the following changes in the computer:

1. Purchase order number 201 __ - _____ contains an incorrect Vendor/Vendor # :
Please change from (Vendor No./Vendor Name) _____
Please change to (Vendor No./Vendor Name) _____

2. Purchase order number 201 __ - _____ contains an incorrect General Ledger Account No:
Please change from (Account #) _____
Please change to (Account #) _____

3. Purchase order number 201 __ - _____ contains an incorrect total amount:
Please change from (\$) _____
Please change to (\$) _____

4. Purchase order number 201 __ - _____ contains an incorrect Vendor Address:
Please change from (Address, City, State, Zip) _____

Please change to (Address, City, State, Zip) _____

5. Please VOID Purchase order number 201 __ - _____ :

Please explain reason for the change/s.

