

Exhibit E

PURCHASE ORDER CHANGE ORDER REQUEST FORM

Attach a copy of the purchase order and any supporting documentation.



Purchase order number _____
 Vendor (include vendor's number from ADG) _____

Current purchase order amount (including any
 previously approved change orders) _____
 Requested change order amount _____
 New purchase order total _____

PLEASE CHANGE THE FOLLOWING ITEMS (FILL IN ALL THAT APPLY)

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Reason/Justification/Special Instructions: _____

Signature/Approvals

 Division Head

 Department Director

 Purchasing Agent

 County Administrator - if applicable

 Date

 Date

 Date

 Date