



Purchase Order Change Notice

Agency name		Date
Street address		
City	State	ZIP code
Contact name		
Contact phone (area code and number)	E-mail	

Vendor identification number (VIN)		
Contractor name		
Street address		
City	State	ZIP code
Contact name		
Contact phone (area code and number)	E-mail	

Agency purchase order/requisition number	Purchase order/requisition date
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Scope of Change - *Include code(s) as applicable*

 Signature authorized by agency	Printed name
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