



PURCHASE ORDER ADJUSTMENT REQUEST

Exhibit C

DATE _____

SUPPLIER: _____

PO NUMBER
PO ADJUSTMENT NUMBER

Purchase Order is hereby decreased/increased by _____ for changes to scope of work as listed below. Changes in scope of work (or in scope of equipment/goods/services being purchased) should be described and specifically related to the original description.

Original Purchase Order Amount.....
Net Change by Previous Purchase Order Adjustments Numbers ___ through ___.....
Revised Purchase Order Amount Prior to This Change Was.....
Purchase Order Adjustment # to Decrease/Increase by.....
New Revised Purchase Order Amount Including This Purchase Order Adjustment.....

The Contract Time Will Be Changed by ____ Days.



REQUESTOR

DEPARTMENT HEAD

Signed _____
Date _____

Signed _____
Date _____

PURCHASING/APPROVAL _____

Date _____