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Reset Form

PURCHASE ORDER CANCELLATION NOTICE

THE UNIVERSITY OF TEXAS AT AUSTIN,
2200 COMAL STREET, AUSTIN, TX 78722-2596
Telephone: 512-471-4266

Today's Date: _____

Change No.: _____

Vendor Name _____

Vendor Address _____

Purchase Order No.: _____

-- or --

TPASS Order No.: _____

Order Date: _____

Commodity Class No.: _____

UT Department: _____

Dept. Req. No.: _____

Acct. No.: _____

Change For:

☐ UT Orders ☐ Automated Contract ☐ Schedule

☐ Non-automated Contract

Item Number or Commodity Code	**Change above referenced Purchase Order as follows:**

Reason for change or cancellation (Include vendor rep's first and last name, date contacted, if applicable):

_____

_____

_____

Department Authorized Signature _____ Date _____

UT Purchasing Office Approval _____ Date _____

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