

# PURCHASE ORDER CHANGE NOTICE

Change No. \_\_\_\_\_

**FROM:** The University of Texas at Austin  
110 Inner Campus Dr., Main 132  
Austin, TX 78712-1140

GSC ORDER NO. \_\_\_\_\_

UT or 721 NO. \_\_\_\_\_

ORDER DATE \_\_\_\_\_

CLASS NO. \_\_\_\_\_

**TO:** \_\_\_\_\_  
(Vendor  
Name) \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DEPT. REQ. \_\_\_\_\_

NO. \_\_\_\_\_

ACCT. NO. \_\_\_\_\_

CHECK APPLICABLE BLOCK(S):  Cancellation  Correction  Account

**Item # or Commodity Code**

**Change above referenced Purchase Order as follows**

OLD TOTAL\$ \_\_\_\_\_

NEW TOTAL\$ \_\_\_\_\_

Reason (include vendor contact and date): \_\_\_\_\_

\_\_\_\_\_  
Department Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UT Purchasing Office  
Approval

\_\_\_\_\_  
Date

**ALL ORDERS:**

C/V \_\_\_\_\_

C/R \_\_\_\_\_

INV \_\_\_\_\_

DEPT \_\_\_\_\_

EXP \_\_\_\_\_

FILE \_\_\_\_\_

GSC \_\_\_\_\_

VENDOR \_\_\_\_\_