Northwestern State University
PURCHASE ORDER CANCELLATION/CHANGE

○ Cancel Entire Order ○ Change/Cancel Line(s) on PO ○ Change PO Information ○ Cancel Balance of PO

Request Date:____________ PO Number:_______________ PO Date:_____________ PO Type:____________

Current Vendor Name: ____________________________________

Reason for Cancellation/Change: ____

Enter ONLY Information Being Changed

Change PO Information:

Vendor Number From: _____________________________ Vendor Number To: _______________________________

Original Delivery Location:________________________ New Delivery Location:__________________________

Original Delivery Date: ____________________________ New Delivery Date: ______________________________

Change Line Item:

Line Item No. ________

From Quantity: _______ From UOM: __________ To Quantity: _________ To UOM: ____________

From Unit Price: ______ From Amount: ________ To Unit Price: ________ To Amount:__________

From FOAPAL:

Index: _________ Fund:_________ Org: __________ Account: _________ Prg: _____

To FOAPAL:

Index: _________ Fund:_________ Org: __________ Account: _________ Prg: _____

Change Line Item:

Line Item No. ________

From Quantity: _______ From UOM: __________ To Quantity: _________ To UOM: ____________

From Unit Price: ______ From Amount: ________ To Unit Price: ________ To Amount:__________

From FOAPAL:

Index: _________ Fund:_________ Org: __________ Account: _________ Prg: _____

To FOAPAL:

Index: _________ Fund:_________ Org: __________ Account: _________ Prg: _____

Final Summary and Approvals

PO Total Before: ______________ PO Increase Amount: ______________

PO Total After: ______________ PO Decrease Amount: ______________

____________________________ ____________________________ ____________________________

Requestor Signature Budget Unit Head Signature Purchasing Signature