

Department of Procurement & Strategic Sourcing

**PURCHASE ORDER AMENDMENT REQUEST**

**Purpose**

This Purchase Order Amendment (POA) Request must accompany all requests for changes to existing purchase orders in KFS. The purpose of this form is to provide sufficient information to the Procurement Office to complete the requested changes. Check all of the sections that are relevant to the request and the Procurement Office will make the changes, if allowable. Acceptance of this request will be at the discretion of the Department of Procurement & Strategic Sourcing.

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| **Requestor Name:**  | **Date:**  |
| **Phone No.:**  | **Email Address:**  |
| **Requestor Department:**  | **Account-Object Code:**  |
| **Vendor:** | **Total Amendment Price:** |
| **Purchase Order/Task Order/Contract No.:**  |
| **Reasons for Amendment Request:** (Select all that apply and include in description below*)***Extension of Time/Changes to End Date** **-** *Indicate changes to the term (Start/End date). Note: Changes to the end date can only be made before the PO expires. Changes past the PO expiration date will require a new PO.***Changing an EXISTING item –** *include PO Line Item Number, Non-Quantity or Quantity, Unit of Measure, Commodity Code, Description, Cost, Account & Object Code (if different from above), % and $ amount to be charged for each account.***Adding a NEW item –** *For each new item you must include Non-Quantity or Quantity, Unit of Measure, Commodity Code, Description, Cost, Account & Object Code (if different from above), % and $ amount to be charged for each account.***Delivery –** *Changes to delivery instructions, final delivery and/or receiving address***Vendor -**  *Changes to Vendor information***Additional Item Information –** *Changes to Freight, Shipping/Handling, Full Order Discount or Trade-in information* |
| **Description for Amendment Request:** (include supporting documentation) |