# PURCHASE ORDER MAINTENANCE

**PO NUMBER:** _____ **DATE:** _____

| | **Original Information:** | **New Information:** |
|---|---|---|
| **Vendor Change** | | |
| Name: | _____ | _____ |
| Number: | _____ | _____ |
| **Quantity Change** | | |
| Line #: | _____ Quantity: _____ | _____ |
| Line #: | _____ Quantity: _____ | _____ |
| **Unit Price Change** | | |
| Line #: | _____ Price $_____ | $_____ |
| Line #: | _____ Price $_____ | $_____ |
| **Freight Change:** | **$**_____ | $_____ |

**Reason:** _____

_____

**Org/Object Changes:**

Changing:

Line#: Org/Object: _____ _____

Line#: Org/Object: _____ _____

Adding:

Org/Object: _____ _____

Deleting Line Number: _____

**Reason:** _____

_____

**Requested By:** _____ **Date:** _____

**Authorized Signer:** _____ **Date:** _____