

AMENDMENT OF PURCHASE ORDER

DATE: _____

TO: Purchasing Manager, Office of the Adjutant General

REFERENCE PO: _____

Please amend the purchase order noted above. The original amount of the purchase order was _____. Please amend the original amount by an (choose one) _____ of _____. The new total price will be _____.

This amendment is necessary because (be specific – include which line items should be increased):

Requester Signature: _____

Date: _____

Department Head / Program Manager Approval: _____

Date: _____

Procurement Director Approval: _____

Date: _____