

CITY OF EUREKA • CHANGE ORDER REQUEST

531 "K" Street, Eureka, California 95501
707/441-4112

VENDOR: _____

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Amendment to P.O.	
NO. _____	
<input type="checkbox"/> Change in price or quantity	
<input type="checkbox"/> Order cancelled	
<input type="checkbox"/> Change in account number	
THIS ORDER CHANGE IS NOT VALID UNLESS SIGNED BY PURCHASING AGENT	

Change No.	Change Date	Change Amount	Requesting Department	Project Title	Project Number

Item No.	Description	Amount
CHANGE TOTAL		

Original P.O. Amount	Current P.O. Amount	Change Order Amount	New P.O. Amount

Requested By	Date	Recommended By	Date
Approved By	Date	Purchasing Agent	Date

ACCEPTED FOR VENDOR BY	TITLE	DATE

Administrative Services Use Only					
P.O. No.	Line No.	Amount	Date	Entered By	Date