CITY OF EUREKA—CHANGE ORDER REQUEST

531 K Street
Eureka, CA 95501
(707) 441-4159

Vendor: _____

_____

_____

_____

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of

AMENDMENT TO P.O.

No. _____

☐ Change in Price or Quantity
☐ Order Cancelled
☐ Change in Account Number

This order change is not valid unless signed by Purchasing Agent

Change Number	Change Date	Change Amount	Requesting Department	Project Title	Project Number

Item Number	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. Number	Line Number	Amount	Date	Entered By	Date