

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: _____

PROGRAM/FUNDS MANAGER APPROVAL: _____

DATE: _____

PROCUREMENT DIRECTOR APPROVAL: _____

DATE: _____