

# Requisition and PO Change Request



Date

Requisition Number **R**

*or*

PO Number **P**

**Fund**

**Org**

**Account**

**Program**

**Activity**

FOAP Department/Division

Vendor

Increase

Decrease

Line Item #

Original \$ Amount

Increase/Decrease \$ Amount

New Line Item Total

Description

Increase

Decrease

Line Item #

Original \$ Amount

Increase/Decrease \$ Amount

New Line Item Total

Description

Disencumber/Cancel Requisition/PO

Amount to Disencumber

Description

Requested By

Extension

Account Sponsor Approval

Date

Email this request form to the Purchasing Department:

[purchasing@nsuok.edu](mailto:purchasing@nsuok.edu)

For more information call: 2170