

PURCHASE ORDER CHANGE NOTICE

THE UNIVERSITY OF TEXAS AT AUSTIN, 2200 COMAL STREET, AUSTIN, TX 78722-2596

Date of Change: _____

Change No. _____

TO: _____

Vendor Information

GSC ORDER NO. _____
UT OR 721 NO. _____
ORDER DATE _____
CLASS NO. _____
DEPARTMENT _____
DEPT REQ NO. _____
ACCT NO. _____

Change for:

_____ UT Orders _____ Automated Contract _____ Schedule
_____ Open Market _____ Nonautomated Contract

Item or
Commodity Code

Change above referenced Purchase Order as follows:

	Old Total: _____
	New Total: _____

Reason (Include Vendor Rep's first and last name, date, if applicable) :

_____ Department Signature		_____ Date		_____ UT Purchasing Office Approval		_____ Date	
Distribution:	File _____	Dept _____	C/R _____	Exp _____			
	A/P _____	Vendor _____	GSC _____				