

APPENDIX 3B

CHANGE ORDER REQUISITION TO AN APPROVED PURCHASE ORDER

**Change Order Requisition to an Approved Purchase Order**

NEW KENT COUNTY BOARD OF SUPERVISORS  
P. O. BOX 150  
NEW KENT, VIRGINIA 23124

Date: \_\_\_\_\_  
Depart. Requesting Change: \_\_\_\_\_  
Original P O Number: \_\_\_\_\_

Purchase Order Vendor; Payable To: \_\_\_\_\_  
\_\_\_\_\_

Description of Changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Purchase Order total \_\_\_\_\_  
Increase Amount \_\_\_\_\_  
Decrease Amount (enter as negative) \_\_\_\_\_  
New Total for Purchase Order \_\_\_\_\_

G/L # to charge Change: \_\_\_\_\_  
G/L # to charge Change: \_\_\_\_\_

Approved By: \_\_\_\_\_  
(Constitutional Officer/Dept. Head)

\*\* Attached the "PINK" copy of original PO and all documentation for the Change Order.