



P.O. Correction Form

8/14

Date: _____

P.O.#: _____

From: _____

Change Type: _____

Check here if Vendor requires Corrected Copy

CHANGE NEEDED: Example: Line 1 add \$1.23/unit price

Person Requesting Change: _____

Phone Ext: _____

Purchasing Department Use Only

Person Making Correction

Date Correction Made

Corrections to Date