

# CHANGE ORDER

**Guam Community College**  
Materials Management  
Telephone: 735-5540/41/42

**Change Order form** is required to perform adjustments to a completed and approved purchase order. ( Adding, deleting , canceling, price change, description change, quantity change, item change etc.)

*For Materials Management Use Only*

**Change Order Sequence No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MEMORANDUM

**TO: BUSINESS AND FINANCE DIVISION**

**FROM:** \_\_\_\_\_

**SUBJECT: CHANGE ORDER REQUEST**

You immediate action is requested to expedite the following changes on Purchase Order No. # \_\_\_\_\_

**Contract No.** \_\_\_\_\_ **FOAP No.**

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**Vendor Name:** \_\_\_\_\_

☐ Increase      ☐ Decrease      ☐ Cancel      ☐ OTHER

FROM	TO	ADJUST
\$	\$	\$

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

\_\_\_\_\_

\_\_\_\_\_  
Division Head

## ACTION TAKEN

\_\_\_\_\_  
Joleen M. Evangelista, Supply Management Administrator

\_\_\_\_\_  
Carmen K. Santos, CPA, V.P., Business & Finance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date