

PURCHASE ORDER CHANGE NOTICE

SAM HOUSTON STATE UNIVERSITY
PURCHASING DEPARTMENT
P. O. BOX 2028
HUNTSVILLE, TEXAS 77341-2028
DIRECT ORDER

To: _____

DATE: _____

Req. No.: _____

Order Date: _____

(Vendor Name & Address)

Change above referenced Purchase Order as follows:

Item or Commodity Code	CHANGE

Reason:

Requested by (Agency Signature)

Vendor (Please sign and return one copy)

Date

Date

Original--Vendor
Duplicate--Agency (Returned by Vendor-signed)
Triplicate--Agency (Retained)
BC--508