



# New Mexico Tech – Purchasing Services – Change Order Request

(Please email purchasing@admin.nmt.edu for assistance in completing the form)

## Requestor and Purchase Order Information

Date: 3/22/2024 Department: Marketing and Communicator Form Completed By: Sindy Haley

Phone #: 575.835.5539 E-Mail Address: sindy.haley@nmt.edu P.O. # \_\_\_\_\_

Vendor Name: Amazon.com Change Order # \_\_\_\_\_ (If Known) \_\_\_\_\_

Multiple Options May be Selected

### Option 1 Cancel Entire Purchase Order Option 1

Vendor cannot supply     
  Item(s) no longer required     
  Item no longer available 1589.95

### Option 2 Period of Performance Change Option 2

Change from: \_\_\_\_\_ Change to: \_\_\_\_\_

### Option 3 Change of Index/Account Option 3

Account Number Distribution (shown on reverse side of PO)	Change From	Change To
Line #                      Sequence #		
Line #                      Sequence #		

### Option 4 Increase/Decrease Line Item Quantity and/or Price Option 4

Current PO Amount: \$1,589.95

Line Item	Original Quantity	Quantity (+ or -)	Revised Quantity	Original Unit Price	Price Change (+ or -)	Revised Unit Price	Line Total (+ or -)	Revised LineTotal
0	0	0	0	\$0.00		\$0.00	\$0.00	\$0.00
			0			\$0.00	\$0.00	\$0.00
			0			\$0.00	\$0.00	\$0.00
			0			\$0.00	\$0.00	\$0.00
			0			\$0.00	\$0.00	\$0.00

### Option 5 Add/ Delete Line Item Option 5

Line Item	Quantity (+ or -)	Description	Index/Account	Unit Price	Extended Price
1	-1	Dell Latitude Laptop	D03010/720020	\$949.99	-\$949.99
1	1	Dell Newest 13th Gen Business Inspiron 15 3530 Laptop	D03010/720020	\$824.50	\$824.50
					\$0.00
					\$0.00

**PO Increase/Decrease:      -\$125.49      Revised PO Total:      \$1,464.46**

Comments: Correct FOAP

Department Head/Director/VP Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Purchasing Approval: \_\_\_\_\_ Date: \_\_\_\_\_