

SCHOOL DISTRICT OF OKALOOSA COUNTY
PURCHASING DEPARTMENT
REQUEST TO CHANGE OR TRACE PURCHASE ORDER

FROM: _____ DATE: _____

TO: PURCHASING DEPARTMENT
BAY AREA OFFICE
120 LOWERY PLACE, S.E.
FT. WALTON BEACH, FL 32548
PH: (850) 833-7668 FAX: (850) 833-6327

PURCHASE ORDER NUMBER: _____ REQUISITION NUMBER: _____

VENDOR NAME: _____ VENDOR NUMBER: _____

CHECK ONE OF THE FOLLOWING:

1. CHANGE AS FOLLOWS:

REVISED TOTAL: \$ _____

2. CANCEL ENTIRE ORDER.

3. TRACE DELIVERY (DELIVERIES SHOULD BE TRACED IF NOT DELIVERED WITHIN 30 DAYS.)

REFERENCE: _____

REASON FOR CHANGE: _____

SIGNATURE-PRINCIPAL/DEPARTMENT HEAD