

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

FROM: _____ DATE: _____

TO: PURCHASING DEPARTMENT
202A HIGHWAY 85 NORTH
NICEVILLE, FL 32578
PH: (850) 833-7668

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