

**PURCHASE ORDER
CANCELLATION/CHANGE
Northwestern State University**

Phone: 357-5716 Fax: 357-4378 Email: purchasing@nsula.edu

Date: _____
Purchase Order: _____
PO Date: _____
PO Type: _____

☐ Cancel Entire Order	☐ Change PO Information
☐ Change/Cancel Line(s) on PO	☐ Cancel Balance of Purchase Order

Vendor: _____

Reason for Cancellation/Change: _____

(Enter ONLY information being changed)

Change PO Information From:

Vendor Number _____
Deliver To: _____ Date _____

Change PO Information To:

Vendor Number _____
Deliver To: _____ Date _____

Change Line Item From:

Line Item No.

Change Line Item To:

Quantity _____ UOM _____
Unit Price \$ _____ Amount \$ _____
Description _____

Quantity _____ UOM _____
Unit Price \$ _____ Amount \$ _____
Description _____

FOAPAL:

Index _____ Fund _____
Org _____ Acct _____
Prog _____

FOAPAL:

Index _____ Fund _____
Org _____ Acct _____
Prog _____

Change Line Item From:

Line Item No.

Change Line Item To:

Quantity _____ UOM _____
Unit Price \$ _____ Amount \$ _____
Description _____

Quantity _____ UOM _____
Unit Price \$ _____ Amount \$ _____
Description _____

FOAPAL:

Index _____ Fund _____
Org _____ Acct _____
Prog _____

FOAPAL:

Index _____ Fund _____
Org _____ Acct _____
Prog _____

PO Total Before \$ _____
PO Total After \$ _____
PO \$ Increase \$ _____
PO \$ Decrease \$ _____

Budget Unit Title _____
Budget Unit Head _____
Purchasing Approval _____
Entered By _____

For Business Affairs Use Only

Transaction Date: _____
(MM/DD/YY)

Index	Fund	Org	Account	Program	Amount	D/C