

2021-2022

CHANGE ORDER TO TOSHIBA MAINTENANCE AGREEMENT TEMPLATE

Use the same FOAPAL budget information as the Purchase Order you are increasing. If you are going to use a different budget for the change order, please submit the purchase requisition as a new Maintenance Agreement not as a change order.

Request/Delivery Information: (Enter "MAIN" in the Ship to field)

Ship To:	<input type="text" value="MAIN"/> <input type="button" value="▼"/>
Street Line 1:	<input type="text" value="Maintenance Agreement"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>

Document Text Information:

Statement of Purpose for Grants: Please justify the use of any Categorical funds as allowable expenses by the funding agency (if applicable). If not applicable, enter N/A.

If applicable, please add text: Charge Back to Bursar: 3xxxx – 9xxxx

Commodity Field: CH (Always use Buyer Initials of CH)

Description Field: Change Order to Toshiba PO# P0xxxxxx B & W or Color Copies (Choose one)

Item Text Information:

Change Order to Toshiba PO# P0xxxxxx

to increase the amount by \$x,xxx.xx

for a grand total of \$x,xxx.xx

Fiscal Year 2021-22

Toshiba – Serial #123456789 Black & White or Color Copies (Choose one)