

Subaward Purchase Order Changes Form

Principal Investigator:

ORSP Number:

C&G Accountant:

Project ID:

Legal Subcontract Vendor Name:

PO Number:

Change Order Instructions:

1. A change order should be processed to reflect the following:

A. Change in Funding Dates:

B. Budget Change (increase or deobligation):

The following is required before the change order can be processed:

1. The RA has reviewed the request and confirms that the proper approvals are in place to proceed:

RA Name and Signature:

2. Approval documentation from the PI or agency attached (as applicable)

3. Draft amendment reflecting the change attached

4. For all budget changes, it is confirmed that the funds have already been transferred by the department.

Upon completion of the change order, C&G Accounting will return this form with any notes.