



### F&S - Request to Increase PO Value

Request Date: \_\_\_\_\_ Business Unit: \_\_\_\_\_  
mm/dd/yyyy

Original PO Information		
Original PO Date: _____	Original PO #: _____	Vendor: _____
PO Description: _____		
Building Location: _____	Project # / Details: _____	CO #: _____

CHANGE ORDER REQUESTS		
ORIGINAL PO Value before Tax (A) > _____		Customer #: _____
Value of Current <b>Change Order</b> Request > <input style="width: 50px;" type="text"/>	Purchase Req. #: _____	CC or SO #: _____
<b>Add:</b> List of Prior Change Orders (if any):		
Change Order # 1 > _____		
Change Order # 2 > _____		
Change Order # 3 > _____		
Change Order # 4 > _____		
Change Order # 5 > _____		
Total Value of Revised PO (B) > _____	Total % Increase Over Original PO Value - (B-A) / A > _____	

OTHER INCREASES TO PO (e.g. Renewals, Phases, etc.)		
Value of Current Request > _____	Purchase Req. #: _____	CC or SO #: _____

Reason for PO Increase (Check Appropriate Box or Enter Year #)			
Site Conditions		Client Request	
Renewal Year #		Option Year #	Other Reasons (Pls Specify Below)
Details / Explanation > _____			
_____			
_____			

Requested By-Signature: _____	# 1			
Requested By-Name: _____	# 2			
Date: _____	# 3			
mm/dd/yyyy	# 4			

ALL PURCHASE ORDER CHANGE REQUESTS MUST COMPLY WITH UofT PROCURMENT POLICY