

NORTHWESTERN STATE UNIVERSITY

Natchitoches, LA 71497

Phone: (318) 357-5716 Fax: (318) 357-4378

Date: _____

Purchase Order No.: _____

PO Type: _____

PURCHASE ORDER CANCELLATION/CHANGE FORM

PO Date: _____

Cancel Entire Order

Change PO Information

Effective Date: _____

Change/Cancel Line(s) on PO

Cancel Balance of Purchase Order

Mail to Vendor at: _____

Reason For Cancellation/Change: _____

Change PO Information From:

(Enter ONLY information being changed)

Change PO Information To:

Vendor Number _____

Vendor Number _____

Deliver: To _____ Date _____

Deliver: To _____ Date _____

Change Line Item From:

Line Item No.

Change Line Item To:

10-Digit Account Number _____

10-Digit Account Number _____

Quantity _____ UOM _____

Quantity _____ UOM _____

Unit Price \$ _____ Amount \$ _____

Unit Price \$ _____ Amount \$ _____

Description: _____

Description: _____

Line Item Increase \$ _____ / Decrease \$ _____

10-Digit Account Number _____

10-Digit Account Number _____

Quantity _____ UOM _____

Quantity _____ UOM _____

Unit Price \$ _____ Amount \$ _____

Unit Price \$ _____ Amount \$ _____

Description: _____

Description: _____

Line Item Increase \$ _____ / Decrease \$ _____

10-Digit Account Number _____

10-Digit Account Number _____

Quantity _____ UOM _____

Quantity _____ UOM _____

Unit Price \$ _____ Amount \$ _____

Unit Price \$ _____ Amount \$ _____

Description: _____

Description: _____

Line Item Increase \$ _____ / Decrease \$ _____

PO Total Before \$ _____

PO Total After \$ _____

PO \$ Increase \$ _____

PO \$ Decrease \$ _____

Budget Unit Head _____ Date _____

Purchasing Approval _____ Date _____

Entered By _____ Date _____

For Business Affairs Use Only

Transaction Date: ____/____/____ (MM/DD/YY)

DC = 092 (05x) OL = 011

Ref #2 = Document No. _____

Account Number	Object	T/C	PO or Req #1	Description	Amount	D/C