Purchase Order Amendment Request

To:			Date:	Date:	
From:	Company - <city>:</city>				
	Approval is requested for	:			
	With Amendment No.	:			
	Vendor	:			
	Material Description	:			

We request approval for the intended issue of this Amendment, revising the total of this order as follows:

	Currency is:	0.00000	
	Order Currency Value	Project Values	
Original Order Value	0	0.00000	
Latest Order Value per Amendment	0	0.00000	
In- or decrease Requiring Approval	0	0.00000	
Revised New Total		0.00000	
	Budget Value Total Order	0.00000	
	Budget over/under	0.00000	

Reasons for Change:

Approvals	Company	Date	
(Please circle)	Project Engineer		Yes/No
	Project Manager		Yes/No
	Client		
	Signature, Title and Date		

Comments: