

**City of Revere**  
**Purchase Order Change Request Form**

Date: \_\_\_\_\_ Dept. Head Approval: \_\_\_\_\_  
To: **Michael Piccardi** Purchasing Approval: \_\_\_\_\_  
**Purchasing Agent**  
From: \_\_\_\_\_ MUNIS Updated By: \_\_\_\_\_  
Vendor #: \_\_\_\_\_ Vendor Name: \_\_\_\_\_  
Account #: \_\_\_\_\_ Account Name: \_\_\_\_\_

**Please make the following change(s):**

- 1 Purchase Order Number \_\_\_\_\_ contains an incorrect Vendor:  
Please change from (Vendor # and Vendor Name): \_\_\_\_\_  
Please change to (Vendor # and Vendor Name): \_\_\_\_\_
  
- 2 Purchase Order Number \_\_\_\_\_ contains an incorrect Account #:  
Please change from (Account #): \_\_\_\_\_  
Please change to (Account #): \_\_\_\_\_
  
- 3 Purchase Order Number \_\_\_\_\_ contains an incorrect total amount:  
Please change from (\$): \_\_\_\_\_  
Please change to (\$): \_\_\_\_\_
  
- 4 **CLOSE** Purchase Order Number: \_\_\_\_\_  
with a balance of (\$): \_\_\_\_\_

**Please explain reason for the change(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_