

Attachment "C"

AUTHORIZATION TO ISSUE A CHANGE NOTICE

DATE: _____ ORDER NO: _____

FROM: _____ DATE OF ORDER: _____

DOE LOCATION CODE: _____ VENDOR: _____

LIST OF ITEMS OR OTHER INFORMATION ON ORIGINAL PURCHASE ORDER TO BE CHANGED
(COPY EXACTLY AS INFORMATION APPEARS ON ORIGINAL ORDER)

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNITS ORDERED	NET PRICE PER UNIT	AMOUNT
ORIGINAL ORDER	UNITS ORDERED→			AMOUNT→	

CHANGE ABOVE TO READ AS FOLLOWS:

ITEM NO.	DESCRIPTION	UNIT OF MEASURE	UNITS ORDERED	NET PRICE PER UNIT	AMOUNT
CHANGED ITEMS	UNITS ORDERED→			AMOUNT→	

TOTAL UNIT ON ORIGINAL ORDER _____ **TOTAL AMOUNT ON ORIGINAL ORDER** _____

NEW TOTAL UNITS _____ **NEW TOTAL AMOUNT** _____

NET CHANGE IN DOLLAR AMOUNT (IF ANY)

INCREASE DECREASE _____

REMARKS (REASON FOR CHANGE ORDER): _____

SIGNED: _____