

NORFOLK STATE UNIVERSITY
 PROCUREMENT SERVICES
 REQUEST FOR CHANGE/CANCELLATION OF PO

Date of Request:	Requestor:
Department:	Budget Code:
Colleague and eVA Purchase Order Number:	Printed Supervisor's Name:
Colleague and eVA Requisition Number:	Supervisor's Signature:

REASON FOR CHANGE/CANCELLATION:

	Services or Goods were not received or rendered, no payment made disencumber funds
	Services were rendered and paid, but funds still appear
	Goods were received and paid, but funds still appear on encumbrance report
	Purchase Order has been fully paid, but funds still appear on encumbrance report
	PO not needed, event/trip canceled
	OTHER:

COMMENTS:

Note: Please complete and submit this form to psforms@nsu.edu

For Procurement Services Use ONLY

Buyer Completed:	_____
Date Buyer Completed:	_____
Change Request Completed By:	_____
Date Change Request Completed:	_____