

Stockbridge-Munsee

Community Finance

N8476 Moh He Con Nuck Rd
Bowler, WI 54416
Phone: 715-793-4352 Fax: 715-793-4370

6.2 Change Order Requisition

Date: _____

To: _____

From: _____

Regarding:

P.O. # _____

Vendor _____

Accounts Payable has received an invoice 10% over your original purchase order amount. In order for this invoice to be paid in a timely manner, please provide the information on the form and your authorization to pay the invoice.

P.O. amount: _____

Invoice amount: _____

Request Change Order amount: _____

Comments: _____

Approval

Manager

Date

Director

Date

Administrator, Elected Official

Date

Purchasing Manager

Date