



CHANGE ORDER REQUEST

Date: \_\_\_\_\_

BLANKET ORDER REQUEST

Vendor:  
(Name &  
Address)

Owner: Eastern Michigan University  
875 Ann St., Suite 103  
Ypsilanti, MI 48197

Department: \_\_\_\_\_

EMU Purchase Order: \_\_\_\_\_

If CHANGE ORDER, please provide explanation of change in scope of services (attach additional sheets as necessary):

Total of Change Order Request: \$ -

Original total contract award amount: \$ -

Change by previous authorized change orders: \$ -

The contract award amount will be increased / decreased by this change order: \$ -

The new contact award amount will be: \$ -

If BLANKET ORDER REQUEST, the listed department requests the creation of a Blanket Purchase Order for the following reasons and amount (attach additional sheets as necessary):

Total of Blanket Order Request:

Department Approval (required signatures based on overall PO amount, see Signatory Policy for levels):

President Approval (if over Signatory Authority limit of previous approvers):

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
James Smith Date

President

\_\_\_\_\_  
Requester Name (Type / Print Legibly)

**Purchasing Approval:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept. Head / Director (Type / Print Legibly)

\_\_\_\_\_  
Senior Purchasing Agent

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Travis Temeyer Date

Director of Purchasing

\_\_\_\_\_  
Divisional VP or Director Reporting Directly to President