

**CITY OF NEWTON
PURCHASE ORDER
CHANGE REQUEST**

Purchase Order Number
Date of Purchase Order
<input type="checkbox"/> Please Cancel This Purchase Order
<input type="checkbox"/> Please Reissue with Changes as Shown

Line No	Initial Qty	New Qty	Description	Initial Account #	New Acct #	Initial Price	New Price	Comments

Department Head Signature _____ Date

Finance Directors Signature _____ Date

Please print on Light Green paper