



The University of Georgia

Procurement

Purchase Request Change Notice

The following change(s) will be made to the purchase request numbered:

_____ Change 17 digit account number to _____

_____ Change description to _____

_____ Change document date to _____

_____ Change amount to _____

_____ Change active code to * _____

_____ Change code _____

Reason for change

_____ Name

_____ Signature

_____ Title

_____ Date

* To cancel a purchase request, please enter "2".