



**Sunflower County Consolidated School District
Modification to a Purchase Order Form**

Date: _____

Purchase Order to be Decreased/Cancelled:

Purchase Order #	Account Number	Amount	Line Number	Cancel? Yes/No
TOTAL		\$		

Purchase Order to be Modified

Purchase Order #	Account Number	Change	New Account Number	
Line Number	Current Description	Amount	New Description	Amount
TOTAL				

Purchase Order to be Increased

Purchase Order #	Account Number	Amount	Line Number

Detailed Explanation of Request:

Signature

Date