<table>
<thead>
<tr>
<th>Vendor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purchase Order**

<table>
<thead>
<tr>
<th>Item Price</th>
<th>Description</th>
<th>Order No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Order Information**

- **Date:**
- **Page No.:**
- **Order No.:**

Subject to Conditions and Terms on the Reverse Side.
CANCELLATION OR CHANGE ORDER
FOR A PURCHASE ORDER

DATE: ____________ DEPT. NAME: ____________

DEPT. CONTACT: __________________________ PHONE: __________________________

MAIL LOCATION: __________________________

VENDOR NUMBER: __________________________

VENDOR: __________________________

Purchase Order #: __________________________

FLEX PREFIX __________________________ FLEX PURCHASE ORDER #: __________________________

Yes □ No □ Do you recommend a copy be sent to vendor?

We request the following change to our existing Purchase Order which was previously transmitted:

<table>
<thead>
<tr>
<th>ITEM #</th>
<th>A</th>
<th>CHANGE QUANTITY TO</th>
<th>UNIT</th>
<th>CHANGE UNIT PRICE TO</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>

Sample

ACCOUNT ASSIGNMENT CHANGES

<table>
<thead>
<tr>
<th>Item Line #</th>
<th>Acct Line #</th>
<th>Quantity Distribution</th>
<th>Percent Distributed</th>
<th>GL</th>
<th>FUND</th>
<th>COST CTR</th>
<th>F</th>
<th>Grant</th>
<th>□ ASSET</th>
<th>□ INT. ORD.</th>
<th>□ WBS #</th>
<th>A</th>
<th>S</th>
<th>N</th>
</tr>
</thead>
</table>

OTHER TERMS AND CONDITIONS REMAIN THE SAME AS THE APPLICABLE BID INQUIRY, TERM CONTRACT, AND/OR PURCHASE ORDER

Additional Changes / Comments:

AUTHORIZED DEPARTMENT SIGNATURE: __________________________ DATE: __________________________

Purchasing Use Only

Approval of Senior Buyer

VENDOR COPY
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity Ordered</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item 1</td>
<td>100.00</td>
<td>10</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Term:** Contract Agreement subject to conditions and terms of this Contract

**Vendor:** Johnson Electric Supply

**Contract No.:** 123456

**Date:** 03/25/2009

**Release No.:** 51000023000

**Release Notes:**
- Place Orders No. on all Invoices and Shipments
- Include a copy of this Contract with all Subcontracts

**Quantity Ordered:**
- Total: 10 units

**Price:**
- Item 1: $100.00 each

**Total Cost:**
- $1000

**Department:** Electrical Engineering

**Department:** Mechanical Engineering

**University:** University of Cincinnati

**Address:**
- 260 University Hall
- Cincinnati, OH 45221-2000
- 513-942-1234

**Invoice Notes:**
- Mail Invoices To:
- PO Box 212200
- University of Cincinnati
- Cincinnati, OH 45221-2000

**Payable Contract:** (513) 556-6772