<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Quantity Ordered</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Delivery Date</th>
<th>Payment Terms</th>
</tr>
</thead>
</table>

**Ship To:**

**Date:**

**Page No.:**

**Purchase Order**

---

**Central Purchasing Department**

---

**Cincinnati**

---

**University of Cincinnati**
CANCELLATION OR CHANGE ORDER
FOR A PURCHASE ORDER

DATE: ___________________ DEPT. NAME: ___________________

DEPT. CONTACT: ___________________ PHONE: ___________________

MAIL LOCATION: ___________________

VENDOR NUMBER: ___________________

VENDOR: ___________________

Purchase Order #:

<table>
<thead>
<tr>
<th>PLEX PREFIX</th>
<th>PLEX PURCHASE ORDER #</th>
</tr>
</thead>
</table>

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

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>

ACCOUNT ASSIGNMENT CHANGES

<table>
<thead>
<tr>
<th>ITEM Line #</th>
<th>Acct Line #</th>
<th>Quantity</th>
<th>Percent Distribution</th>
<th>GL</th>
<th>FUND</th>
<th>COST CTR</th>
<th>FA</th>
<th>GRANT</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>Total Amount of</th>
<th>Order No.</th>
<th>Delivery Date</th>
<th>Description</th>
<th>Terms</th>
<th>Quantity Ordered</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>405.80</td>
<td>90.29</td>
<td>20.29</td>
<td>Item A</td>
<td>200</td>
<td>48</td>
<td>854.01</td>
<td>403,982</td>
</tr>
<tr>
<td>Item 2</td>
<td>405.80</td>
<td></td>
<td></td>
<td>Item B</td>
<td>200</td>
<td>48</td>
<td>854.01</td>
<td>403,982</td>
</tr>
</tbody>
</table>

Cincinnati OH 45206
McMahan and McPhee Ave
University of Cincinnati
Campus and Branch Receiving
Ship To (Do not ship collect):

Vendor: Johnson Electric Supply
1841 Riverside Drive
Cincinnati OH 45202

Vendor Number: 22475

Contract Agreement:
Subject to conditions and terms of contract.

Purchasing Order: Release No. 5100023000
Date: 03/25/2009
Page No: 1 of 1

Invoices:
Mail Invoices To:
PO Box 212000
University of Cincinnati
Invoices

Authorized Release Signature

Authorized Release Signature