

**DATE:** \_\_\_\_\_

**TO:** FINANCE DEPARTMENT \_\_\_\_\_

**FROM:** \_\_\_\_\_

ACCT CODE USED:		REASON FOR CHANGE:
CHANGE CODE TO:		
PURCHASE ORDER:		
AMOUNT PAID:		
DATE PAID:		
CHECK NO:		

ACCT CODE USED:		REASON FOR CHANGE:
CHANGE CODE TO:		
PURCHASE ORDER:		
AMOUNT PAID:		
DATE PAID:		
CHECK NO:		

ACCT CODE USED:		REASON FOR CHANGE:
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PURCHASE ORDER:		
AMOUNT PAID:		
DATE PAID:		
CHECK NO:		

**Supervisor Approval:** \_\_\_\_\_