

Change Order Purchase Requisition Form (PRF)

PRF Number :

PRF Number:

Date :
 Requestor Name :
 Phone / email :
 Need-By Date :
 Department / Unit :
 Attention :

Vendor Name :
 Vendor Add: :
 City/Country :
 Attention :
 Phone /Email :

QTY	Unit	Description	Estimated Cost		Award (SOAPE or Project ID)
			Unit Price	Total	
1					
2					
3					
4					
Subtotal Original Purchase:					
QTY	Unit	Description	Estimated Cost		Award (SOAPE or Project ID)
1			Unit Price	Total	
TOTAL:				-	
EXCHANGE RATE: US\$1 =				1.00	
TOTAL US\$				\$-	

Relevance to Award/SOAPF noted above (to be completed by requestor):

Requesting Unit / School

Requestor Signature	Name (Print)	Title	Date
Reviewer Signature	Name (Print)	Title	Date
Approver Signature	Name (Print)	Title	Date
for MGIC Use only			
	MGIC Finance		
MGIC Review	Name (Print)	Title	Date
	MGIC Head		
MGIC Clearance	Name (Print)	Title	Date

After MGIC clearance, assigned to MGIC Procurement through Docusign.

Sponsor Approval Required? (Please check the appropriate box.)

Yes If Yes, such as in the case of a refit or capital equipment, attach documentation of sponsor approval, e.g., the NGA.

No

Assigned to Procurement team member (name): _____ Date: _____

IO Use Only:

Award No.

Work Order: