### Part I Identification Information

Reason for Buyer Change:  
- [ ] Original Buyer Transferred Depts.  
- [ ] Departmental Re-organization  

Current Buyer Full Name:  

New Buyer Full Name*:  

New Buyer Penn ID:  

New Buyer PennKey:  

* New Buyer must be a PO Manager

I understand that completing this form authorizes Purchasing Services to complete a Buyer Name change on all the Purchase Orders designated in Part II of this form. I have verified that the Current Buyer has transferred to another department within the University and retained PO Manager access or that the Buyer change is required as a result of a departmental re-organization. I have completed due diligence to verify that the purchase orders listed below are service orders; have multiple billings, and/or an extended life.

### Required Authorization and Signatures:

Requestor Name:  

E-mail Address:  

Phone #:  

Requestor Signature:  

Date:  /  /  

Access Administrator Signature:  

Date:  /  /  

### Part II Purchase Order Details

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<tr>
<th>Purchase Order #</th>
<th>Supplier #</th>
<th>Purchase Order Date</th>
<th>Total $ Amount</th>
<th>Total $ Amount Spent</th>
<th>Total $ Amount Remaining</th>
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Please complete the form, print it, secure required signatures and then E-MAIL the completed form to Purchasing Services:

purchsup@exchange.upenn.edu

To request forms:

See the following website:

http://www.finance.upenn.edu/comptroller/forms/#BEN