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|  | COLUMBIA UNIVERSITY  IN THE CITY OF NEW YORK  COLUMBIA NANO INITIATIVE |

Memo

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| To: | PURCHASING |
| From: | [Your Name] |
| cc: |  |
| Date: | [Date] |
| Re: | CHANGE ORDER JUSTIFICATION |
|  |  |

# **Change Order for PO: XXXXXXXXXXX REQ : XXXXXXXXX:**

Thanks,

(NAME)