



# Fairbanks North Star Borough

DEPARTMENT OF PUBLIC WORKS  
Rural Services Division

## PURCHASE ORDER REQUEST/CHANGE FORM

Please check one of the following to indicate if you would like a purchase order for a new contractor/vendor, or need to change an existing purchase order:

PURCHASE ORDER REQUEST  
*(New Contractor/Vendor)*

OR

CHANGE NOTICE REQUEST  
*(Existing Purchase Order)*

Service Area: \_\_\_\_\_

Contractor/Vendor: \_\_\_\_\_

Purpose: \_\_\_\_\_

<b>Total Amount of this Purchase Order/Change Notice</b>	\$ _____
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\_\_\_\_\_  
Commissioner Signature

\_\_\_\_\_  
Date

Rural Services will review the request, obtain proof of insurance, business license and/or Contractor's license from Contractor, then process the Purchase Order.

**WORK CAN BEGIN AFTER CONTRACTOR RECEIVES PURCHASE ORDER**

### **Submit form to FNSB Rural Services Division:**

Deliver: 520 5<sup>th</sup> Ave., First Floor, Suite D  
Mail: PO Box 71267, Fairbanks, AK 99707  
Fax: 907-459-1499  
Email: [ruralservices@fnsb.gov](mailto:ruralservices@fnsb.gov)

date received
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(office use only)