

Event #



C U Y A M A C A  
· C O L L E G E ·

**EVENT CHANGE ORDER FORM**

Business Services, 900 Rancho San Diego Parkway, El Cajon, CA 92019  
Phone (619) 660-4347 Fax (619) 660-4540

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Cuyamaca College Representative: \_\_\_\_\_

Change Description: \_\_\_\_\_

\_\_\_\_\_

Equipment Description: \_\_\_\_\_

Authorized Requestor Signature: \_\_\_\_\_

Cuyamaca College Representative Signature: \_\_\_\_\_

Charges for the above changes will be included in an additional invoice. Payment will be due within 30 days. Revised 02.03.11

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