



## Supplier Change Request Form

Suppliers must submit a Supplier Change Request Form prior to making any changes to their products which are not initiated by Lacks. Supplier must submit the form to the responsible Buyer a minimum of 120 days prior to the required implementation date of the requested change. Examples of changes that would require this form are:

- Any process change
- Print change requests
- The movement or transfer of existing tooling
- The addition or replacement of tooling or machinery
- Any change to a sub-contractor or source of raw material

This form should be submitted to Lacks Purchasing and it will be reviewed, approved or denied, and returned to the supplier. If the request is approved, the returned copy will provide further instructions to the supplier (e.g. PPAP requirements, bank builds). If the request is rejected, the form will be returned to the supplier and the change cannot be implemented.

### To Be Completed By the Supplier:

<b>Part # Affected:</b>		<b>Request Date:</b>	
<b>Supplier Contact Person:</b>		<b>Company Name:</b>	
<b>Contact Email:</b>		<b>Contact Phone #:</b>	

**Written Description of the Change:**

<b>Lacks Approvals:</b>	<b>Date</b>	<b>Accepted</b>	<b>Rejected</b>
<b>Purchasing:</b> (Required)			
<b>Quality</b> (Required)			
<b>Product Engineering</b> (If applicable)			
<b>Assembly Engineering</b> (If applicable)			

**Instructions to the Supplier (e.g. Is a PPAP required? Bank Build Required?):**