



PO ADJUSTMENT

(FORM PROC-05) (rev. 5.18.16)

UNIVERSITY OF GUAM
UNIBETSEDÁT GUAHAN

Administration and Finance
Consolidated Procurement Office

DATE: _____

TO: Supply Management Administrator

FROM: _____
DEAN/UNIT DIRECTOR'S Name/Signature UNIT'S NAME

() Approved () Disapproved

Subject: Adjustment of Encumbrances

Your immediate action is hereby requested to adjust the following:

P.O. NO.	VENDOR'S Name	VENDOR NO.	AMOUNT	ENCUMBERED ACCOUNT

1. () INCREASE () DECREASE

AMOUNT: FROM: _____ TO: _____ ADJUST Amount: _____

2. () CHANGE OF VENDOR

From: See above To: _____

3. () CANCEL in its entirety.

4. () CANCEL the balance \$ _____ and consider the purchase order closed.

5. () Other: _____

JUSTIFICATION/REASON:


~~~~~ **INFORMATION TO BE COMPLETED BY BUSINESS OFFICE AFTER THIS LINE** ~~~~~

Procurement Adjustment No. \_\_\_\_\_

Certifying Officer: \_\_\_\_\_ Date \_\_\_\_\_

Copies: Procurement/Accounting/Units

**(DO NOT USE FOR CONTRACT ADJUSTMENTS)**