



PO ADJUSTMENT

(FORM PROC-05) (rev. 5.21.2018)

UNIVERSITY OF GUAM
UNIBETSEDĀT 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

Must attach a copy of the Purchase Order

1. () INCREASE () DECREASE

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

2. () CANCEL in its entirety.

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

4. () 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)**