



PURCHASE ORDER ADJUSTMENT

DATE: _____
TO: Ms. Gloria Travis, RCUOG Chief Business Officer

FROM: _____, _____
UNIT DIRECTOR'S Name/Signature UNIT'S NAME
() Approved () Disapproved

Subject: Adjustment of Encumbrances

Your immediate action is hereby requested to adjust the following:

PO No. _____ ACCOUNT No.: _____

VENDOR Name: _____

- 1. () INCREASE () DECREASE
AMOUNT: From \$ _____ To \$ _____ ADJUST \$ _____
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)