



Office of Administrative Services PO Adjustment Form

R _____ - _____

Purchase Order #: _____

Vendor Name: _____

Requestor Name: _____

Requestor Signature: _____ Date: _____

Date Received by Administrative Services

Division/Department

Instructions

This form is used for the purpose of increasing or decreasing the encumbrance amount of an approved purchase order. Please see the LPC Administrative Services website below for more information about purchase orders. **Note: Do not use this form to adjust Bond purchase orders.**

1. Enter all highlighted fields on this form. Enter the entire PO number and the requested PO adjustment amount as a positive or negative number.
2. Sign this form.
3. Submit this completed form to your immediate supervisor.
4. Once you have obtained up to VP (or President) signature approval, submit this form to the Administrative Services Office (Building 1600, Room 1689).

<http://laspositascollege.edu/adminservices/>

| FOAP to be Charged | | | | +/- | Amount |
|--------------------|-----|---------|---------|-----|--------|
| - | - | - | - | | |
| FUND | ORG | ACCOUNT | PROGRAM | | |
| - | - | - | - | | |
| FUND | ORG | ACCOUNT | PROGRAM | | |

Requestor (print name) _____ Date _____

Dean (signature) _____ Date _____

Coordinator/Manager (signature) _____ Date _____

Vice President (signature) _____ Date _____

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

Reviewed: _____ Verified: _____ Approved: _____
Administrative Services *Administrative Services Officer* *VP, Administrative Services*

Budget Transfer: _____ Emailed to Purchasing: _____