



Office of Administrative Services FY _____
Purchase Order Adjustment Form R _____

Purchase Order #: _____

Vendor Name: _____

Requestor Name: _____

Requestor Signature: _____ Date: _____

Fund Type (check one only):

☐ District-Clearing

☐ ASB

☐ Co-Curricular

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 for more information about purchase orders.

- All required fields on this form must be entered.
- PO's are set up using only the FOAP(s) indicated on the original requisition. The FOAP(s) entered below must be the same as the original requisition and PO. You may **not** enter a new FOAP.
- If you are increasing the PO, you must have enough available budget in all FOAP(s) indicated below for this form to be processed. If the available budget is insufficient, your request will be returned to you.
- PO increases of \$1000 or more will require Vice President approval.

Please visit the LPC Administrative Services webpage here:

<https://laspositascollege.edu/adminservices/purchaseorders.php>

Comments

Budget Transfer

☐ N/A

☐ Form

☐ CLASS-Web:

J#: _____

Fund

Org

Account

Program

+/-

Amount

-

-

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-

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Signatures for Approval

Coordinator/Manager/Director

Dean

President/Vice President

OFFICE OF ADMINISTRATIVE SERVICES USE ONLY

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

Received: _____ Sent to DO: _____

TR 4/28/23