

**WHITE PLAINS CITY SCHOOL DISTRICT**  
**PURCHASE ORDER INCREASE/DECREASE FORM**

**Use of form:**

- Miscellaneous changes in existing purchase orders due to change in shipping charges, pricing, etc.
- Partial decrease of an existing purchase order, in order to free up funds

**Do not use** the form for the following:

- To close an existing purchase order, please direct that to accounts payable department
- To purchase additional quantities, this circumvents the encumbrance process, which violates General Municipal Law and Board Policy, new quantities/services need to be established through a new purchase order

Forms will be returned if they are not completed properly or used incorrectly

Instructions:

- Fill out the form completely and provide detailed explanation.
- Please sign electronically (**in colored ink**) and email form to Paula Christensen (only) using your email account.
- Please allow minimum of 3 days to process.
- Email will be sent confirming approval.

P.O. # \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_

**INCREASE** AMOUNT: \$ \_\_\_\_\_ OR **DECREASE** AMOUNT: \$ \_\_\_\_\_

ACCOUNT CODE: \_\_\_\_\_

ARE FUNDS AVAILABLE IN THE ACCOUNT: Yes \_\_\_\_\_ No \_\_\_\_\_

DETAILED EXPLANATION **REQUIRED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PRINT NAME CLEARLY)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(PRINCIPAL/ADMINISTRATOR - FULL SIGNATURE)

PURCHASING AGENT/ASS'T SUPERINTENDENT FOR BUSINESS AUTHORIZATION:  
\_\_\_\_\_  
DATE: \_\_\_\_\_