

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 the Purchasing Department 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: _____