

Anna Independent School District Purchase Order Increase/Decrease Request

A PO is a contract entered into by the district and vendor that establishes pricing, delivery, and other terms and conditions related to the receipt of goods or services. A contract should never be changed solely to match an invoice. Any increase in the amount of a Purchase Order must be authorized by a Principal or Director.

PO#: _____ Campus/Dept: _____

Vendor: _____ Requestor: _____

Original PO Amount \$ _____
 Increase/Decrease to PO \$ _____
 Revised PO Amount \$ _____

PO Line Number	Increase/ (Decrease)	Revised Total	Fund	Function	Object	Sub Object	Org	FY	PIC	Local	Budget Confirmed
Example: 1	\$30.50	\$130.50	199	51	6499	00	041	0	11	000	Y/N

Reason for Increase in PO:

- Increase on ordered items
- Increase on shipping charges
- Other (Provide Explanation) _____

 Principal/Director Signature (no stamps)

 Date

Business Services:
 Adjusted By _____
 Date Adjusted _____