



Chabot Las-Positas College District

Chabot College

Attn: District Purchasing Department

Request to Adjust Open Purchase Order

- Instructions: 1) Complete request form.
2) Submit to Division Dean/Administrator for approval/signature.
3) Submit original to the Chabot Business Office.

Account Number: _____

Fund	Org	Account	Program
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Purchase Order

Note: Purchase Orders start with the letter "P", the letter "O" or the letter "B".
Please include the appropriate letter followed by numbers to ensure the correct Purchase Order is modified.

Purchase Order#: _____ Increase by: \$ _____
OR
Decrease by: \$ _____

Vendor Name: _____

Requested By: _____

Date: _____

Approved By: _____

Date: _____

Appropriate Administrator Signature

Chabot Bus Svcs:
Accounting:
Purchasing: