



Chabot College

District Office

Las Positas College

**Attn: District Purchasing Department**

**Request To Adjust Open Purchase Order**

**PO #:** \_\_\_\_\_

Comment:

Account Number: \_\_\_\_\_

Fund                      Org                      Account                      Program

Account Number: \_\_\_\_\_

Fund                      Org                      Account                      Program

Increase by: \$ \_\_\_\_\_ or Decrease by: \$ \_\_\_\_\_

Account Number: \_\_\_\_\_

Fund                      Org                      Account                      Program

Account Number: \_\_\_\_\_

Fund                      Org                      Account                      Program

Increase by: \$ \_\_\_\_\_ or Decrease by: \$ \_\_\_\_\_

**PO REVISED TOTAL: \$** \_\_\_\_\_

Vendor #: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

CLPCCD Bus Svcs: