



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

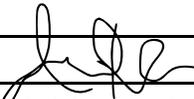
Note: Purchase Orders start with the letter "P", the letter "O" or the letter "B".
Please include the appropriate letter followed by numbers to ensure the correct Purchase Order is modified.

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

Vendor Name: _____

Requested By: _____

Approved By: _____


Appropriate Administrator Signature

Date: _____

Date: 10/23/2020

Chabot Bus Svcs:
Accounting:
Purchasing: