

NATOMAS CHARTER SCHOOL REQUEST FOR CHANGE TO PURCHASE ORDER



Send Original To: Dianna Fichera

TO INCREASE OR DECREASE AN EXISTING PURCHASE ORDER										
PO Number	Vender Name	Decrease	Increase							
TO TRANSFER A BALANCE FROM ONE PURCHASE ORDER TO ANOTHER										
PO Number	Vender Name	Decrease	Increase							
From										
To										
From										
To										
From										
To										
TO REVISE AN ACCOUNT NUMBER										
PO Number	Vender Name	Fund XX	Resource XXXX	Year X	Object XXXX	Site XXX	Goal XXXX	Function XXXX	Local 1 XXX	Local 2 XXX
From										
To										
From										
To										
REASON:										

Requested by: _____ Site: _____ Date: _____
Employee

Approved by: _____ Date: _____
Program Manager

Approved by: _____ Date: _____
Principal

Approved by: _____ Date: _____
Budget Manager