

ESCONDIDO UNION HIGH SCHOOL DISTRICT

Open PO Increase/Decrease Form

FROM: _____ **SITE/DEPT:** _____

VENDOR: _____ **VENDOR #** _____ **OPEN PO #** _____

TO BE **INCREASED** / **DECREASED BY \$** _____
 (Check One)

If this is a new line number, please add an item description and the authorized users associated with the Blanket PO. Please include the PO line number below:

NEW ITEM INFORMATION

/		
<i>PO LINE #</i>	<i>ITEM DESCRIPTION</i>	<i>AUTHORIZED USERS</i>
/		
	<i>ITEM DESCRIPTION</i>	<i>AUTHORIZED USERS</i>
/		
	<i>ITEM DESCRIPTION</i>	<i>AUTHORIZED USERS</i>

BUDGET INFORMATION

/		--	--	--	--	--	--	--	\$		New <input type="checkbox"/>	Existing <input type="checkbox"/>
<i>PO LINE #</i>	<i>FUND (4)</i>	<i>RESOURCE (7)</i>	<i>GOAL (4)</i>	<i>FUNCTION (4)</i>	<i>OBJECT (7)</i>	<i>SITE (3)</i>	<i>OP UNIT (3)</i>			<input type="checkbox"/> <i>Increased</i> / <input type="checkbox"/> <i>Decreased</i>		
/									\$		New <input type="checkbox"/>	Existing <input type="checkbox"/>
<i>PO LINE #</i>	<i>FUND (4)</i>	<i>RESOURCE (7)</i>	<i>GOAL (4)</i>	<i>FUNCTION (4)</i>	<i>OBJECT (7)</i>	<i>SITE (3)</i>	<i>OP UNIT (3)</i>			<input type="checkbox"/> <i>Increased</i> / <input type="checkbox"/> <i>Decreased</i>		
/									\$		New <input type="checkbox"/>	Existing <input type="checkbox"/>
<i>PO LINE #</i>	<i>FUND (4)</i>	<i>RESOURCE (7)</i>	<i>GOAL (4)</i>	<i>FUNCTION (4)</i>	<i>OBJECT (7)</i>	<i>SITE (3)</i>	<i>OP UNIT (3)</i>			<input type="checkbox"/> <i>Increased</i> / <input type="checkbox"/> <i>Decreased</i>		

AUTHORIZED BY: _____ **DATE:** _____

Upon completion of this form, email or forward to DSC-Finance for budget approval.

DISTRICT SERVICE CENTER USE ONLY:

Completed by: _____ Date: _____

Budget Verified By: _____ Date: _____