

## Purchase Order Adjustment Procedure

To make changes to established open purchase orders, submit a completed MSDRequisition2000 form to Purchasing. The form can be downloaded from the district website, printed and copied. Submit to Purchasing indicating the changes required. Changes can include increasing or decreasing the amount of an open purchase order and/or changing the account code used.

Complete the form by entering the vendor name, your location, the PO number, the amount of increase/decrease and the account code. Submit to Purchasing with authorizing administrator's signature.

The form can be sent to Purchasing via inter district mail, scanned and emailed or faxed to 360-965-0108.