

NAPA COUNTY OFFICE OF EDUCATION
Barbara Nemko, Ph.D., Superintendent

Increase/Decrease Purchase Order

DATE: _____

TO: PURCHASING

PO Number: _____

Vendor Name: _____

<u>Line #</u>	<u>Budget #</u>	<u>Increase</u>	<u>Decrease</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

Current PO Amount \$ _____

Increase/Decrease By +/- \$ _____

Ending PO Amount = \$ _____

PROGRAM MANAGER SIGNATURE _____