

## **PO ADJUSTMENT**

(FORM PROC-05) (rev. 5.18.16)

Administration and Finance

GINIVL	KSIII OI UUIMI			Administration and I man
UNIBET	SEDÅT GUAHAN			Consolidated Procurement Offi
DATE:				
TO:	Supply Management Ad	dministrator		
FROM:				
	DEAN/UNIT DIRECT	DEAN/UNIT DIRECTOR'S Name/Signature		UNIT'S NAME
	( ) Approved	( ) Dia	sapproved	
Subject:	Adjustment of End	cumbrances		
Your immed	iate action is hereby requeste	d to adjust the follow	wing:	
P.O. NO.	VENDOR's Name	VENDOR NO.	AMOUNT	ENCUMBERED ACCOUNT
1. (	) INCREASE	() DECRE	EASE	
AM	10UNT: FROM:	TO:		DJUST Amount:
2. (	) CHANGE OF VENDO	R		
Fro	m: <u>See above</u>	То:		
3. (	) CANCEL in its entirety	·.		
4. (	) CANCEL the balance \$			and consider the purchase order closed.
5. (	) Other:			
JUSTIFICA	TION/REASON:			
~ ~ ~ ~ ~ ~	INFORMATION TO BE C	COMPLETED BY F	BUSINESS (	OFFICE AFTER THIS LINE
Procurement Adjustment No Certifying Officer:				
				Date
Copies: Proc	eurement/Accounting/Units			

## (DO NOT USE FOR CONTRACT ADJUSTMENTS)

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