



Purchase Order Revision

| | | |
|---------------------------|--------------------|-------|
| VENDOR INFORMATION | Purchase Order # | _____ |
| | Requisition # | _____ |
| | Vendor # | _____ |
| | School/Department: | _____ |
| | Contact/Phone # | _____ |

The following revisions are hereby authorized on the above referenced Purchase Order.

REASON FOR CHANGE - PLEASE NOTE

Code change Monetary Change Disencumbrance

| DESCRIPTION | AMOUNT |
|-------------|--------|
| | |
| | |
| | |
| | |

Revised Subtotal: _____
 Revised Shipping: _____
 Revised Sales Tax: _____
 Revised Total: \$ _____

PO CODING ADJUSTMENTS

| GENERAL FUND | | ASB | | CAPITAL PROJECTS | |
|--------------|----|---------|----|------------------|----|
| Debit: | \$ | Debit: | \$ | Debit: | \$ |
| Credit: | \$ | Credit: | \$ | Credit: | \$ |
| | | | | | |
| Debit: | \$ | Debit: | \$ | Debit: | \$ |
| Credit: | \$ | Credit: | \$ | Credit: | \$ |

| | | |
|---------------|-------|---------------------|
| AUTHORIZED BY | DATE | PURCHASING APPROVAL |
| _____ | _____ | _____ |
| _____ | _____ | DATE |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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