

OYSTER BAY- EAST NORWICH CENTRAL SCHOOL DISTRICT  
1 MC COUNS LANE  
OYSTER BAY, NY 11771



## PURCHASE ORDER ADJUSTMENT REQUEST

NAME OF REQUESTER:

\_\_\_\_\_

DATE:

\_\_\_\_\_

PO NUMBER:

\_\_\_\_\_

VENDOR NAME:

\_\_\_\_\_

CURRENT AMOUNT:

\_\_\_\_\_

AMOUNT OF ADJUSTMENT:(Increase + / decrease -)

\_\_\_\_\_

NEW TOTAL OF PURCHASE ORDER:

\_\_\_\_\_

ACCOUNT CODE(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR ADJUSTMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGN & DATE- PURCHASING AGENT

\_\_\_\_\_  
ZACH NYBERG

Rev 1/2022

\_\_\_\_\_  
MAUREEN RAYNOR