

Purchase Order Adjustment

Please check that PO and Vendor match.

PO #	Vendor	Code	Amount to Liquidate	P/F	Amount to Increase	Reason Must be specific
		A				
		A				
		A				
		A				
		A				
		A				
		A				
		A				

Signed: _____
Department

Date: _____

Approved: _____
Business Administrator

Processed: _____
Initials Date

NOTE:

- P = Partially liquidate - Po will still be open with a balance
- F = Fully liquidate - You want PO closed with a 0 balance

When purchase orders are liquidated the funds liquidated are automatically credited (put back in) to the expense code.