



RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

PURCHASE ORDER ADJUSTMENT

TO: RCUOG Chief Business Officer DATE: \_\_\_\_\_

VIA: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
UOG Dean/Director Signature Date
( ) Approved ( ) Disapproved

FROM: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
Principal Investigator Signature Date

Subject: Adjustment of Encumbrances

Your immediate action is hereby requested to adjust the following:

PO No. \_\_\_\_\_ G.L. Account No.: \_\_\_\_\_

VENDOR Name: \_\_\_\_\_

- 1. ( ) INCREASE ( ) DECREASE
Original PO Amount: \$\_\_\_\_\_ New PO Amount: \$\_\_\_\_\_ ADJUST: \$\_\_\_\_\_
2. ( ) CHANGE OF VENDOR
From: See "Vendor Name" above To: \_\_\_\_\_
3. ( ) CANCEL in its entirety.
4. ( ) CANCEL the balance \$\_\_\_\_\_ and consider the purchase order closed.
5. ( ) Other: \_\_\_\_\_

JUSTIFICATION/REASON: \_\_\_\_\_

~~~~~ INFORMATION TO BE COMPLETED BY RCUOG ACCOUNTING DEPARTMENT ~~~~~

Certifying Officer: \_\_\_\_\_ Procurement Adj. No.: \_\_\_\_\_

Approving Official (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Note: Purchase orders over \$30,001.00 requires approval from RCUOG's Executive Director (Refer to RCUOG Resolution 20-04)

Copies: Procurement/Accounting/Units

(DO NOT USE FOR CONTRACT ADJUSTMENTS)

RCUOG is an EEO Employer and Provider
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