



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 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 ~~~~~

Procurement Adjustment No. \_\_\_\_\_

Certifying Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Copies: Procurement/Accounting/Units

(DO NOT USE FOR CONTRACT ADJUSTMENTS)

RCUOG is an EEO Employer and Provider
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