

OFFICIAL MERCED COMMUNITY COLLEGE DISTRICT FORM Blanket Purchase Order Adjustment

PURCHASING DEPARTMENT/#2100/REVISED, NOVEMBER 2015

The following information is required when requesting an adjustment to a currently existing Blanket Purchase Order (BPO). This request has to have all signatures according to the dollar request. **Submit Original Signed BPO Adjustment Request** to the Purchasing Department, Mail Stop#45. *This is only for existing Blanket Purchase Orders.*

Date: _____

Vendor ID#: _____

Vendor Name: _____

Requestor: _____

Phone#: _____ Stop#: _____

Existing Blanket Purchase Order #: _____

Account Number:

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Account Name: _____

APPROVALS SET BY DOLLAR AMOUNT:

Supervisor (\$500): _____

Manager/Director (\$1500): _____

Dean (\$2000): _____

Area Vice Presidents (Unlimited): _____

President (Unlimited): _____

Description (Reason for Request)	Decrease -	Increase+
TOTAL:		

NOTE:

Blanket Purchase Orders (BPO's) should be used when planning recurring purchases from the same vendor throughout the fiscal year or when the actual amounts are unknown. BPO's cannot be used to purchase equipment. Questions should be directed to the Purchasing Office. This form, Blanket Purchase Order Adjustment, is also available on the Purchasing Web Portal.