

HARTNELL COMMUNITY COLLEGE DISTRICT

PO#: _____

Ship To: 01-Main 07-Alisal 06-KCEC 59-SEC 60-CEC

Req'n#: _____

DEPT _____

DATE OF REQ'N _____

VENDOR _____

VENDOR# _____
 GL#(s)* _____

**if multiple GL#,s, please provide % or \$ for each*

BPO INCREASE PROVIDE BPO#: B

$$\begin{array}{ccccccc}
 \$ & & + & \$ & = & \$ & \\
 \underline{\hspace{2cm}} & & & \underline{\hspace{2cm}} & & \underline{\hspace{2cm}} & \\
 \text{CURRENT ENCUMBRANCE} & & & \text{ADDITIONAL ENCUMBRANCE} & & \text{NEW ENCUMBRANCE} &
 \end{array}$$

BPO Increase Requisition *MUST* be signed appropriately for the NEW ENCUMBRANCE amount.

QUANTITY	DESCRIPTION / JUSTIFICATION OF ITEMS OR SERVICES	UNIT PRICE	EXTENDED PRICE

The undersigned certifies that the above items or services are necessary for use by the district.

TAX	
FREIGHT	
TOTAL	

REQUISITIONER _____ EXT _____

A/V or IT _____

1st DEAN / DIRECTOR _____

VICE PRESIDENT _____

2nd DEAN / DIRECTOR _____

SUPERINTENDENT / PRESIDENT _____