

When needing to add funds to a Project PO, please contact the Buyer That approved your original PO and provide them with the following:

Please add the following to this Project PO

PO# _____ To Vendor _____

Current **Total** Amount (not balance) **Shown on PO** _____

Funds to be added _____

New Total amount on PO _____

If more the one budget code please list budget code for funds to be added
