



FLORIDA KEYS COMMUNITY COLLEGE

Purchase Order Increase Authorization Form

UNDER \$100.00

Accounts Payable Clerk hereby authorizes a \$ _____ increase to Purchase Order No. _____
 Original P.O. Amount \$ _____ New Total \$ _____ Vendor Code: _____
 Vendor Name: _____ Reason: _____
 Originator: _____ Approver: _____
 Approved : _____

Accounts Payable Specialist Date

Approved : _____
 Accounting Manager / Controller Date

UNDER \$1,000.00

Purchasing Office hereby authorizes a \$ _____ increase to Purchase Order No. _____
 Original P.O. Amount \$ _____ New Total \$ _____ Vendor Code: _____
 Vendor Name: _____ Reason: _____
 Originator: _____ Approver _____
 Approved : _____

Purchasing Director Date

Approved : _____
 Vice President, Business & Administrative Services Date

OVER \$1,000.00

If purchase order increase exceeds \$1,000.00 then the originator should complete the following, sign and forward to the appropriate person for approval. The approving signatures should be as on the original requisition.

Purchase Order # _____ Original P.O. Amount \$ _____ Increase: \$ _____
 New P.O. Total: \$ _____ FOAPAL Account No#: _____ - _____
 Vendor Name: _____ Vendor Code: _____

Note: See attached copy of original purchase order with price increase(s) as indicated.

Desire item(s) at increased price(s)

Do not desire item(s) at increased price(s)

Further comments: _____

 Originator Date

 Purchasing Director Date

 Appropriate Supervisor Date

 Accounting Manager / Controller Date

 Vice President, Business & Administrative Services Date