

LONGWOOD CENTRAL SCHOOL DISTRICT

**PURCHASE ORDER
DECREASE**

PURCHASE ORDER # : _____

VENDOR NAME: _____

ACCOUNT CODE: _____

ORIGINAL ENCUMBRANCE AMOUNT: \$ _____

DECREASE PURCHASE ORDER BY \$ _____ AMOUNT

*DEPOSIT UNENCUMBERED (DECREASED AMOUNT) INTO ORIGINAL CODE.

DATE: _____ NEW BALANCE: \$ _____

ADMINISTRATIVE SIGNATURE: _____

SCHOOL / DEPT: _____

