

**LONGWOOD CENTRAL SCHOOL DISTRICT**

**PURCHASE ORDER INCREASE REQUEST**

**Date:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Account Code:** \_\_\_\_\_

**Amount of Increase:** \_\_\_\_\_

**Reason for Increase:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Administrative Signature**

\_\_\_\_\_  
**Purchasing Agent Signature**

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*Business Office Use:*

*Entered by:* \_\_\_\_\_ *Date:* \_\_\_\_\_