## Increasing an Open Purchase Order

S Modify Open Purchase Requisition - Galaxy Production	on 🕒 🖳 📉 🕹
Menu Modify Open Purchase R	equisition
Search Details Account Distribution Note	s Authorized Purchaser Approvals
County: 33 - RIVERSIDE COUNTY   District:	05 - PALO VERDE COMMUNITY COLLEGE
Fiscal Year:	2015 🔽
Open Purchase Requisition Number:	
Open Purchase Requisition Prefix:	R - PURCHASE REQUISITION 💌
Open Purchase Requisition Status:	
Primary Vendor:	
Vendor Name:	
Ship To Location:	
Worksite Location:	
P.R. Originator User ID:	
Copy From Open Purchase Requisition Number:	Show Previous Click Add

9	Modify C	)pen Purcha:	e Requisition -	Galaxy Pro	duction		1.00		-			X
	Menu	Modify	Open Pu	irchas	e Req	uisit	ion					Galaxy
	<u> </u>	Detaile										•
	Search	Details	Account Dist	tribution	Notes	Autho	rized Purchas	er   Ap	provals			
	District	05 - PALO	/ERDE COMMUN	ITY COLLEG	E	Fisca	I Year: 2015	P.F	R. Number:	R0000NEW	🔰 Dele	te
		P.R. Typ	e: O - OPEN				Expiration	Date: 0	6/30/2015	-	Primary Ven	dor
		P.R. Statu	s: N - NEW (NO	T SUBMITTE	D FOR AF	Ve	ndor Name Se	earch:				
		P.R. Amou	nt:									
	P.F	R. Descriptio	n:			-	Vendor Add	ress:				
	c	Open P.O. NI	or:			Click t	he Arrow	: [			Fax:	
		Catego	ry:			<u> </u>	Bill To Loc	ation: C	ORPORATE	Palo Verde	e Community College	
							Ship To Loc	ation: C	ORPORATE	Palo Verd	e Community College	
	P.	R. Request	or:				Worksite Loc	ation: C	SB 🔺 CO	LLEGE SERVIC	ES BUILDING	
		Approval Li	st		[		Board Rpt. [	Desc:				
	P.R. Origi	inator User I	D: 161181	SLAGAN,	STEPHANI	e marie	Ro	uting: 🗌				
	Conta	act Phone NI	or:				Misc. Fi	eld 2:	_			
	U	pdate User I	D: 161181	09/02/2014	4 12:54 PM		In	Rev:	Rev Cm	nt:		
	<b>₿</b> P	rint								🍓 Sa	ve 🗙 Canc	el

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	Menu Modify C	pen Pu	rchase Requisitio	n	Galaisy
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	Search Details	ccount Distri	hution Notes Authorize	ed Purchaser Annrovals	
		Select a P.O.			
	District: 05 - PALO VE	P.O. Numbe	r Board Report Description	P.O. Amount P.O. Status	
	PR Type	B0010555	i Child Care	3,000.00 APPROVED	
	1.1X. 1990	B0010554	Child Care	3,000.00 APPROVED	Pri ary Vendor
	P.R. Status	B0010553	Building supplies	2,600.00 APPROVED	
	P.R. Amount	B0010552	BACK TO SCHOOL EVENT OF	500.00 APPROVED	
	T .IX. Amount	B0010551	PHOTOVOLTAIC SYSTEMS T	E 1,927.41 APPROVED	Scroll through the purchase
	P.R. Description	80010550	PHUTUVULTAIC SYSTEMS T	E 3,254.57 APPRUVED	
	Open P.O. Nhr	B0010549	Hemote access server - Barrac	L 1,653.00 APPROVED	orders until you find correct
	Open 1.0. Non	B0010547	Legal rees	75,816.00 APPROVED	one. Click on it.
	Category	B0010546	<ul> <li>Advertising or Board Meetings</li> <li>Advertisment of Peerd Meetings</li> </ul>	250.00 APPROVED	
		B0010545	<ul> <li>Adventisment of Board Meeting</li> <li>Books for Colu (OBKs Students)</li> </ul>	230.00 AFFRUVED	
		B0010544	PROP 391 IGHTING RETROE	101 919 69 APPROVED	y College
	P.R. Requestor	B0010543		2 797 51 APPROVED	- S BUILD, G
	Approval List				
	P.R. Originator User ID		Click (	ок. ∕ 🗹 ОК 🕺 🗶 С	ancel
	Contact Phone Nibr			Millic Field 2	
	Contact Phone Not.				
	Update User ID:	161181	09/02/2014 12:54 PM	In Rev:   Rev Cmt:	
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9	Modify Open Purchase	Requisition - Galaxy Production		(Table )				x
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	Search Details A	ccount Distribution   Notes	Authori	ized Purchaser	Approvals			
	District: 05 - PALO VER		Fiscal	Year: 2015	P.R. Number:	0000NEW	🔰 Delete	
	P.R. Type:	O - OPEN		Expiration Date	: 06/30/2015		Primary Vendor	
	P.R. Status:	N - NEW (NOT SUBMITTED FOR AF	Ven	ndor Name Search			13577	
	P.R. Amount:				LIEBERT CASSID		E	
	P.R. Description:		-	Under P	P. Descripti			
	Open P.O. Nbr:				.n. Description		ITTE 500, LOS ANGELES,	
	Category:	DECREASE					Fax.j	
				Bh Location		Palo Verde	e Community College	
	P.R. Requestor:			Worksite Location			ES BUILDING	
	Approval List:			Board Rpt. Desc				
	P.R. Originator User ID:	161181 SLAGAN, STEPHAN	IE MARIE	Routing	:			
	Contact Phone Nbr:			Misc. Field 2	:			
	Update User ID:	161181 09/02/2014 12:54 PM	Λ	In Rev	: 📃 Rev Cmt:			
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9	Modify	y Open F	Purchase F	Requisi	tion - G	ialaxy Pro	duction		1.00	-				
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	Vend		ERTICASS		TMORE			Fiscal Vear	2015	PRN	Jumber: R00	OONEW	PR Amt	
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Pe	rcent	Acct. Amount	UNITE V	T AX: AIT	
							Total:							
	Add	Acct.		Click	Add	Accour	nt	lete				<u>(</u>	Save	X Cancel

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٨	Menu	Мо	dify O	per	Pur	rchas	e Re	quisitior	1			Galaxy
	Searcl	h De	tails A	ccoun	t Distri	bution	Notes	Authorized	Purchaser Ap	provals		
	Vend	or: LIEB	ERT CASS	IDY WI	ITTMORE			Fiscal Year:	2015 P.R. Num	ber: R0000NE	W P.R. Amt	
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent Ar			
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