

Increasing an Open Purchase Order

Modify Open Purchase Requisition - Galaxy Production

Menu **Modify Open Purchase Requisition**

Search | Details | Account Distribution | Notes | 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**

Modify Open Purchase Requisition - Galaxy Production

Menu **Modify Open Purchase Requisition**

Search | Details | Account Distribution | Notes | Authorized Purchaser | Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE | Fiscal Year: 2015 | P.R. Number: R0000NEW

P.R. Type: O - OPEN | Expiration Date: 06/30/2015 | Primary Vendor:

P.R. Status: N - NEW (NOT SUBMITTED FOR A) | Vendor Name Search:

P.R. Amount:

P.R. Description: | Vendor Address:

Open P.O. Nbr: **Click the Arrow** | Fax:

Category:

Bill To Location: CORPORATE | Palo Verde Community College

Ship To Location: CORPORATE | Palo Verde Community College

Worksite Location: CSB | COLLEGE SERVICES BUILDING

Board Rpt. Desc:

P.R. Requestor:

Approval List:

P.R. Originator User ID: 161181 | SLAGAN, STEPHANIE MARIE | Routing:

Contact Phone Nbr: | Misc. Field 2:

Update User ID: 161181 | 09/02/2014 12:54 PM | In Rev: | Rev Cmt:

Modify Open Purchase Requisition

Search | Details | **Account Distribution** | Notes | Authorized Purchaser | Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE

P.R. Type: O - OPEN
 P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL)
 P.R. Amount:
 P.R. Description: ORIGINAL
 Open P.O. Nbr:
 Category: DECREASE

P.R. Requestor:
 Approval List:
 P.R. Originator User ID: 161181 | SLAGAN, STEPHANIE MARIE
 Contact Phone Nbr:
 Update User ID: 161181 | 09/02/2014 12:54 PM

In Rev: Rev Cmt:

Print | Save | Cancel

Select a P.O.

| P.O. Number | Board Report Description | P.O. Amount | P.O. Status |
|-------------|--------------------------------|-------------|-------------|
| B0010555 | Child Care | 3,000.00 | APPROVED |
| B0010554 | Child Care | 3,000.00 | APPROVED |
| B0010553 | Building supplies | 2,600.00 | APPROVED |
| B0010552 | BACK TO SCHOOL EVENT 08, | 500.00 | APPROVED |
| B0010551 | PHOTOVOLTAIC SYSTEMS TI | 1,927.41 | APPROVED |
| B0010550 | PHOTOVOLTAIC SYSTEMS TI | 3,254.57 | APPROVED |
| B0010549 | Remote access server - Barracu | 1,653.00 | APPROVED |
| B0010547 | Legal fees | 75,816.00 | APPROVED |
| B0010546 | Advertising of Board Meetings | 250.00 | APPROVED |
| B0010545 | Advertisment of Board Meetings | 290.00 | APPROVED |
| B0010544 | Books for CalWORKs Students | 17,181.00 | APPROVED |
| B0010543 | PROP 39 LIGHTING RETROFI | 101,919.69 | APPROVED |
| B0010542 | LAPTOPS FOR THE FOUNDA | 2,797.51 | APPROVED |

Click OK. | OK | Cancel

Primary Vendor:

County College:

S BUILDING:

Scroll through the purchase orders until you find correct one. Click on it.

Modify Open Purchase Requisition

Search | Details | **Account Distribution** | Notes | Authorized Purchaser | Approvals

District: 05 - PALO VERDE COMMUNITY COLLEGE | Fiscal Year: 2015 | P.R. Number: R0000NEW

P.R. Type: O - OPEN | Expiration Date: 06/30/2015 | Primary Vendor: 13577

P.R. Status: N - NEW (NOT SUBMITTED FOR APPROVAL) | Vendor Name Search: LIEBERT CASSIDY WHITMORE

P.R. Amount:

P.R. Description: ORIGINAL | **INCREASE** | DECREASE

Open P.O. Nbr:

Category: DECREASE

P.R. Requestor:

Approval List:

P.R. Originator User ID: 161181 | SLAGAN, STEPHANIE MARIE

Contact Phone Nbr:

Update User ID: 161181 | 09/02/2014 12:54 PM

In Rev: Rev Cmt:

Print | Save | Cancel

Building Location: CORPORATE | Palo Verde Community College
 Ship To Location: CORPORATE | Palo Verde Community College
 Worksite Location: CSB | COLLEGE SERVICES BUILDING
 Board Rpt. Desc:
 Routing:
 Misc. Field 2:

Under P.R. Description, choose increase.

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Search | **Details** | **Account Distribution** | Notes | Authorized Purchaser | Approvals

Vendor: LIEBERT CASSIDY WHITMORE Fiscal Year: 2015 P.R. Number: R0000NEW P.R. Amt:

| Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
|------|--------|----------|----|------|----------|--------|--------|---------|--------------|
| | | | | | | Total: | | | |

Move to Account Distribution

Click Add Account

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Vendor: LIEBERT CASSIDY WHITMORE Fiscal Year: 2015 P.R. Number: R0000NEW P.R. Amt:

| Fund | School | Resource | PY | Goal | Function | Object | Amount | Percent | Acct. Amount |
|------|--------|----------|----|------|----------|--------|--------|----------|--------------|
| 11 | SUP | 0000 | 1 | 6600 | 0011 | 5730 | 0.00 | 1.000000 | |
| | | | | | | Total: | 0.00 | 1.000000 | |

Enter In Account.

Click Save. You are done