

**UtahState**  
**UNIVERSITY**  
PURCHASING SERVICES

OPEN ORDER-ADDITIONAL FUNDING REQUEST

TO: \_\_\_\_\_

FROM: MICHELLE BAIR

PO NUMBER: \_\_\_\_\_

INDEX NUMBER: \_\_\_\_\_

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_ This open order requires additional funding of at least \$\_\_\_\_\_. Invoice Nos. \_\_\_\_\_ will be held until additional funding is approved

\_\_\_\_ This is to notify you that the above mentioned open order will require additional funding in the near future.

Original funding given \$ \_\_\_\_\_

Amount used to date \$ \_\_\_\_\_

\_\_\_\_ Complete one of the following and sign below in space provided:

Advance amount by \$ \_\_\_\_\_ using the same fund number.

Advance amount by \$ \_\_\_\_\_ using fund number \_\_\_\_\_.

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Other: \_\_\_\_\_

I hereby grant approval to Purchasing Services to proceed as indicated:

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

Signed: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Please return IMMEDIATELY to Purchasing Services, UMC 8300, when completed.