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.