

# FLAGLER COUNTY SCHOOL DISTRICT

## PURCHASE ORDER PRICE INCREASE AUTHORIZATION FORM

A total increase in the price of a Purchase Order, in excess of 10% or \$50.00, whichever is greater, must be authorized in writing by the Principal and Director of Finance. (P.O.'s from \$0.00 to \$500.00 cannot exceed a \$50.00 increase without authorization; and P.O.'s over \$500.00 cannot exceed a 10% increase without authorization.)

PURCHASE ORDER # \_\_\_\_\_ Vendor # \_\_\_\_\_

Vendor name: \_\_\_\_\_

<b>Amount of increase: *</b> (Difference between PO & Invoice)	\$ _____
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### REASON FOR PRICE INCREASE

- Price Increase on invoice items \$ \_\_\_\_\_
- Freight Costs Underestimated \$ \_\_\_\_\_
- Other (Explain) \_\_\_\_\_ \$ \_\_\_\_\_

\*Funding Account Code:

Fund	Function	Object	Center	Project

### EXPLANATION: (MUST HAVE)

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Price/Freight Increases are approved for Payment:

\_\_\_\_\_  
Principal Date Approved \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer Date Approved \_\_\_\_\_