



Donna Independent School District

"THE DISTRICT"

Re-open Purchase Order Request Form

(This form must be filled out and can only be submitted by using the "Submit Button" below)

Complete this fillable form to request to re-open one or more existing closed purchase orders and click on the "submit form" button below, next to the appropriate staff member assigned to your campus and/or department. Complete page 2 of this form when requesting to re-open multiple purchase orders.

Changes cannot be made to the original purchase order. If you need to make changes to the existing purchase order, then a new requisition for approval must be submitted.

Campuses - Luz Salas
Departments - Chelsea Woelfler
Athletics - Xavier Garza

Requester Information:

Date of Request: _____

Initiator Name: _____

Campus/Department: _____ Fiscal Year: _____

Purchase Order Number: _____ PO Creation Date: _____

Total Amount: _____

Vendor Name: _____ Vendor Number: _____

Reason for re-opening P.O.:

PLEASE NOTE:

Once the PO has been re-opened by the assigned purchasing staff member, you will receive an email letting you know the PO(s) has been re-opened. A copy of this form will be attached to the re-opened PO(s) by the purchasing staff member.



Donna Independent School District

"THE DISTRICT"

"THE DISTRICT"

Use this page to re-open multiple purchase orders.

Purchase Order Number: _____ PO Creation Date: _____

Total Amount: _____

Vendor Name: _____ Vendor Number: _____

Reason for re-opening P.O.:

Purchase Order Number: _____ PO Creation Date: _____

Total Amount: _____

Vendor Name: _____ Vendor Number: _____

Purchase Order Number: _____ PO Creation Date: _____

Reason for re-opening P.O.:

Purchase Order Number: _____ PO Creation Date: _____

Total Amount: _____

Vendor Name: _____ Vendor Number: _____

Purchase Order Number: _____ PO Creation Date: _____

Reason for re-opening P.O.:

Purchase Order Number: _____ PO Creation Date: _____

Total Amount: _____

Vendor Name: _____ Vendor Number: _____

Purchase Order Number: _____ PO Creation Date: _____

Reason for re-opening P.O.: