

# PURCHASE ORDER CHANGE FORM

Purchasing Department

\*\*\*\*\*THIS FORM TO BE SENT TO THE PURCHASING DEPARTMENT\*\*\*\*\*

Date: 3/03/2023

REQUESTOR NAME: Gina Ramirez EXT. # 3787 EMAIL: ramirezg@mdusd.org

SITE: Food & Nutrition Services PO#: 230294 VENDOR NAME: Goodman Food Products / Don Lee Farms

CIRCLE SELECTION APPROPRIATELY: Cancel PO Change PO (fill out applicable areas below)

**REQUIRES FIELD - Reason: To decrease line 2 by (\$207.04) and increase line 3 by \$80,207.04. PO total increased to \$205,000.00.**

       Add or Delete Lines Item (s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	

       Change of Budget Code ONLY

Line Item	Change From:	Change To:	Amount

  x   Change Line Item (list reason for change above)

Line Item	Quantity	New Quantity (if applies)	Description of change	Price	Budget Code to be changed:
<b>2</b>			Decrease	-207.04	13.5316.0000.3700.61260000.509.009.9341 <span style="float: right;">②</span>
<b>3</b>			Increase	80,207.04	13.5316.0000.3700.61260000.509.009.9341 <span style="float: right;">②</span>

SITE/Department Head Approval <u></u> Date: <u>3/03/23</u>	ADJUSTED PO Grand Total  \$205,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	

**Mount Diablo Unified School District  
Purchase Order Status Inquiry**

As of 6/30/2023

**MASTER INFORMATION**

Partially Paid

<b>PR Number</b>	<b>PO Number</b>	<b>Vendor ID</b>	<b>Vendor Name</b>				
R128650	230294	0322336	GOODMAN FOOD PRODUCTS INC				
<b>Address:</b> P1 dba DON LEE FARMS 200 E BEACH AVE INGLEWOOD, CA 90302-0000							
<b>Confirm:</b> 3741	<b>Requested by:</b> MACHI, WATERS	<b>Blanket Number:</b>	<b>Req. Dt:</b> 07/01/2022				
<b>Account:</b> OPEN	<b>Approved by:</b> BSI	<b>Blanket Amount:</b> 125,000.00	<b>Apr Dt:</b> 06/27/2022				
<b>Bid:</b>	<b>Printed by:</b> PURBUY4	<b>Blanket Remaining:</b>	<b>Print Dt:</b> 07/01/2022				
<b>Contract:</b>	<b>PO Type:</b> B	<b>Req. Codes</b>	<b>Entry Dt:</b> 06/03/2022				
<b>Ship To:</b> S010009	<b>EN Flag:</b> Y	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>					<b>Expr Dt:</b> 06/30/2023
<b>Bill To:</b> S010012	<b>Sec Cd:</b> 009		<b>Buyer:</b> CAROLANN				
<b>End Use:</b> DESTINATION							
<b>PO Total Amount:</b> 125,000.00							

**ITEMS**

<b>Item</b>	<b>Qty Ordered</b>	<b>Unit Price</b>	<b>Key</b>	<b>Object</b>	<b>Tax1</b>	<b>Discount</b>	<b>Extended</b>	<b>Catalog</b>	<b>F/A</b>	<b>Print</b>
					<b>Tax2</b>	<b>Charges</b>	<b>Work Order</b>	<b>Ship To</b>	<b>Whse</b>	<b>Chg</b>
0001		\$95,174.59	G509611047	9341	\$0.00	\$0.00	\$95,174.59		N	
	1				\$0.00	\$0.00				
CLEAN LABEL, EAT REAL, APPROVED FOOD ITEMS DON LEE FARMS, GOODMAN FOOD PRODUCTS, INC. dba DON LEE FARMS AS NEEDED BY THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE DISTRICTS MEAL PROGRAMS.										
COMMODITY PROCESSOR: DON LEE FARMS GOODMAN FOOD PRODUCTS, INC. dba DON LEE FARMS FOR THE PURCHASE OF CLEAN LABEL, EAT REAL APPROVED ITEMS, COMMODITY PROCESSED BEEF PRODUCTS AS NEEDED BY THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE DISTRICTS MEAL PROGRAMS.										
0002		\$8,888.86	G509612647	9341	\$0.00	\$0.00	\$8,888.86		N	
	1				\$0.00	\$0.00				

Mt. Diablo Unified School District  
Governing Board

AGENDA ITEM

**Meeting Date:** 6/22/2022 - 6:00 PM  
**Category:** Food and Nutrition Services  
**Type:** Action  
**Subject:** 15.57 Review and Potential Approval for Purchase Requisition #128650, with Don Lee Farms, in the 2022-2023 school year.  
**LCAP (Local Control Accountability Plan) Goal:** Goal 3: Parents, family, and community will be informed, engaged and empowered as partners with Mt. Diablo Unified to support student learning.

**Policy:**

**Enclosure:**

**File Attachment:**

**Summary:** Purchase Requisition #128650, for vendor, Don Lee farms, is for for Cooked Beef and Vegan Products produced in California for the 2022-2023 school year. Food & Nutrition staff is requesting an amount of \$125,000 for Purchase Requisition #128650 in the 2022-2023 school year.

**Funding:** Cafeteria Account Fund 13

**Fiscal Impact:** \$125,000

**Recommendation** Move to approve Purchase Requisition #128650 with vendor, Don Lee Farms, for Cooked Beef and Vegan Products in the 2022-2023 school year.

**Approvals:** **Recommended By:**

**Signed By:** *Signature*  
Dominic Machi - Director, Food & Nutrition Services

**Signed By:** *Signature*  
Elizabeth McClanahan - Director of Purchasing and Warehouse

**Signed By:** *Signature*  
Mika Arbelbide - Director of Fiscal Services

**Signed By:** *Signature*  
Dr. Lisa Gonzales - Chief Business Officer

**Signed By:** *Signature*  
Dr. Adam Clark - Superintendent

**Vote Results:**

**Original Motion**  
Member **Cherise Khaund** Moved, Member **Linda Mayo** seconded to approve the **Original** motion 'Move to approve Purchase Requisition #128650 with vendor, Don Lee Farms, for Cooked Beef and Vegan Products in the 2022-2023 school year.'. Upon a Roll-Call Vote being taken, the vote was: Aye: **4** Nay: **0**.  
The motion **Carried** 4 - 0

Linda Mayo	Yes
Cherise Khaund	Yes
Keisha Nzewi	Yes
Erin McFerrin	Yes