

PURCHASE ORDER CHANGE FORM

Purchasing Department

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

REQUESTOR NAME: Liz Acevedo EXT. # 3830 EMAIL: acevedol@mdusd.org
 SITE: MAINTENANCE AND OPERATIONS PO#: 250600 VENDOR NAME: Bel Air Mechanical

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

ADD:

 Delete Line Item(s)

Line Item	Description	Price	Budget Code to be Charged

 Change of Budget Code ONLY (

Line Item	Change From:	Change To:	Amount
			\$

 Change Line Item: Reason required if PO total is increased by 10% or more*

Line Item	Description, Quantity, and/or Price to be changed	Price	Budget Code to be Charged:
2	Increase	\$100,000.00	14.0000.0000.8500.85200000.551.014.5652

 x Add Line Item(s) Reason required if PO total is increased by 10% or more*

Line Item	Description	Price	Budget Code to be Charged:

*Reason for Change (required if PO total is increased by 10% or more):

SITE/Department Head Approval _____	Date: _____	ADJUSTED PO Grand Total \$314,500.00
Budget Administrator Approval	Date: <u>1/2/2025</u>	
Fiscal Approval _____	Date: _____	