

Buyer: Joanne

PURCHASE ORDER CHANGE FORM

Purchasing Department

\*\*\*\*\*THIS FORM TO BE SENT TO THE FISCAL SERVICES DEPARTMENT\*\*\*\*\*

(Fiscal will forward to Purchasing after they approve the changes)

Mt. Diablo Unified School District

MAR 06 2025

Accounts Payable RECEIVED

DATE: 3/4/25

REQUESTOR NAME: Victoria Gali EXT. # 4027 EMAIL: galiv@MDUSD.ORG

SITE: Secondary Support PO# 250398 VENDOR NAME: United Site Services of California INC

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

REQUIRED FIELD-Reason for Change/Cancellation: additional funds needed for Portable restrooms

\_\_\_\_ Add or Delete Line Item(s)


Line Item	Add or Delete	Quantity (If adding)	Description	Price	Budget Code to be changed::

\_\_\_\_ 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::
2	1		add funds to cover costs \$6,200	6,200.00	
5	1		add funds to cover costs \$5,000	5,000.00	

SITE/Department Head Approval 	Date: 3/5/25	ADJUSTED PO Grand Total \$ 52,200.00
Budget Administrator Approval	Date:	
Fiscal Approval <u>Lorekata Britt - Belmont</u>	Date: 3/6/25	



MT. DIABLO UNIFIED SCHOOL DISTRICT  
PURCHASING / WAREHOUSE DEPARTMENT  
2326 BISSO LANE  
CONCORD, CA 94520  
FAX: (925)687-5044 (925)825-7440

**PURCHASE ORDER NO.****250398**

<b>DATE</b> 07/03/2024	<b>DEPARTMENT</b> ASST SUPT HIGH SCHOOLS	<b>REQUISITION NO</b> R142432
<b>VENDOR #</b> 055134	<b>VENDOR PHONE #</b> (800) 764-5987 <b>EMAIL</b> MICHAEL.REED@UNITEDSITESERVICES.COM	<b>PURCHASE ORDER NUMBER ABOVE</b> MUST APPEAR ON ALL INVOICES SHIPPING PAPERS & CORRESPONDENCE
<b>VENDOR</b> UNITED SITE SERVICES OF CALIFORNIA INC 118 FLANDERS ROAD WESTBOROUGH, MA 01581-1035		<b>SHIP TO</b> MT DIABLO UNIFIED SCHOOL DISTRICT SASS/WING C 1936 CARLOTTA DRIVE CONCORD, CA 94519
<b>ORIGINATOR: HEALY, ALMA</b> EMAIL: HEALYA@MDUSD.ORG BUYER: JOANIE BID #: REQUIRED BY: 07/01/2024 EXPIRATION DATE: 06/30/2025		<b>BILL TO</b> Email: ACCTSPAY@MDUSD.ORG MDUSD Fiscal Services 1936 Carlotta Drive Concord, CA 94519 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
			BOARD APPROVED ON 6-26-24 CONSENT ITEM #15.6		
0001	1.00	LOT	OPEN PO FOR PORTABLE RESTROOMS AT CPHS SERVICE FOR ALL SPORTS EVENTS FOR 2024/25	6,000.00	6,000.00
0002	1.00	LOT	OPEN PO FOR PORTABLE RESTROOMS AT CONCORD HIGH SCHOOL SERVICE FOR ALL SPORTS EVENTS FOR 2024/25	9,000.00	9,000.00
0003	1.00	LOT	OPEN PO FOR PORTABLE RESTROOMS AT MT. DIABLO HIGH SCHOOL SERVICE FOR ALL SPORTS EVENTS FOR 2024/25	6,000.00	6,000.00
0004	1.00	LOT	OPEN PO FOR PORTABLE RESTROOMS AT NORTHGATE HIGH SCHOOL SERVICE FOR ALL SPORTS EVENTS FOR 2024/25	9,000.00	9,000.00
0005	1.00	LOT	OPEN PO FOR PORTABLE RESTROOMS AT YGNACIO VALLEY HIGH SCHOOL SERVICE FOR ALL SPORTS EVENTS FOR 24/25  NOT TO EXCEED \$41,000 EFFECTIVE: 7/1/24 TO 6/30/25	11,000.00	11,000.00
			PO CONTACT: ALMA HEALY EMAIL: HEALYA@MDUSD.ORG		

**CONDITIONS - READ CAREFULLY**

1. Shipping charges prepaid by vendor.
2. Payment will be made on complete shipments only.
3. Delivery Ticket must accompany goods.
4. Please make deliveries between 7 A.M. and 3 P.M.
5. All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
6. Indoor delivery if necessary.
7. Payment NET 30 or according to contract.

PO Terms Attached.

<b>Item Total:</b>	<b>41,000.00</b>
<b>NET TOTAL</b>	<b>41,000.00</b>

APPROVED FOR ISSUE

Superintendent