

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)

DATE: March 10, 2023

REQUESTOR NAME: Deborah Waters EXT. # 3786 EMAIL: watersd @MDUSD.ORG

SITE: Food Service PO#: 230301 VENDOR NAME: Tyson Prepared Foods Inc.

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

REQUIRED FIELD-Reason for Change: Increase Line 1 by \$150,000.00, New PO total funding \$330,000.00

 Add or Delete Line Item(s)

| Line Item | Add or Delete | Quantity if Adding | Description | Price | Budget Code to be Charged |
|-----------|---------------|--------------------|-------------|-------|---------------------------|
| | | | | \$ | |
| | | | | \$ | |

 Change of Budget Code ONLY

| Line Item | Change From: | Change To: | Amount |
|-----------|--------------|------------|--------|
| | | | \$ |
| | | | \$ |

 Change Line Item (list reason for change above)

| Line Item | Quantity | New Quantity (if applies) | Description of change | Price | Budget Code to be Charged: |
|-----------|----------|---------------------------|-----------------------|----------------|---|
| 1 | Lot | N/A | Increase Funding | \$ 150,000. | 13.5310.0000.3700.61100 000.509.009.9341 |
| | | | | \$ | |

| | |
|--|--|
| SITE/Department Head Approval <u><i>[Signature]</i></u> Date: <u>3/10/23</u> | ADJUSTED PO Grand Total \$ 330,000.00 |
| Budget Administrator Approval _____ Date: _____ | |
| Fiscal Approval _____ Date: _____ | |