

CO#2 (4?)

PURCHASE ORDER CHANGE FORM

Purchasing Department

Carstann

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

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

DATE: February 21, 2024

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

SITE: Foods PO#: 240113 VENDOR NAME: Fiery Ginger Farms(Spork Food Hub)

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

REQUIRED FIELD-Reason for Change: Add line 3, \$50,000.00, add line 2 with increase of \$8,000.00.

current total \$50,000 line 1 balance = 0
obj code was 4714

Add or Delete Line Item(s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
3	Add	1	Food	\$ 50,000.00	13.5310.0000.3700.61100.000.509.009.4716
				\$	

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:
2	N/A	N/A	Increase by	\$ 8,000.00	13.7033.0000.3700.33330.000.509.009.4714
				\$	

SITE/Department Head Approval <u><i>[Signature]</i></u> Date: <u>2/23/24</u>	ADJUSTED PO Grand Total \$ 108,000.00 ✓
Budget Administrator Approval _____ Date: _____	
Fiscal Approval <u><i>Andrea Rose</i></u> Date: <u>3/18/24</u>	