

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: 1/19/22

REQUESTOR NAME: Angie Vickroy EXT. # 3782 EMAIL: vickroya@MDUSD.ORG

SITE: Food & Nutrition Services PO#: 220781 VENDOR NAME: Sysco Foods

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

REQUIRED FIELD-Reason for Change: Increase

 Add or Delete Line Item(s)

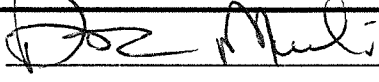
Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
				\$	
				\$	

 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	1	n/a	Increase	\$ 460,000.00	13.5310.0000.3700.61100.- 000.509.009.9341
1	1	n/a	Increase	\$ 140,000.00	13.5310.0000.3700.61100.- 000.509.009.9320

SITE/Department Head Approval <u></u> Date: <u>1/26/22</u>	ADJUSTED PO Grand Total \$1,246,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	



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

DATE 11/30/21

CHANGE ORDER NO.
220781

VENDOR: SYSCO FOOD SERVICES OF SAN FRAN
 TIM ODOM
 P O BOX 5019
 5900 STEWART AVENUE
 FREMONT, CA 94538

DELIVER TO: MT DIABLO UNIFIED SCHOOL DISTRICT
 FOOD SERVICES DEPT
 2330 BISSO LANE
 CONCORD, CA 94520

Req. # R124283	Vendor # 011017	Ship Via DESTINATIO	Department / Site S010009	Requisitioner MACHI, WATERS
Confirming <input type="checkbox"/> yes <input type="checkbox"/> no	Buyer CAROLANN IANORA	Extension #	Terms of Payment NET 30	Date Required 08/15/21

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			CHANGE ORDER #2 (11/30/2021) LINE 1: INCREASE BY \$329000 LINE 2: INCREASE BY \$82000 PO TOTAL = \$646,000 DEPT REQUESTED, FISCAL APPROVED BOARD APPROVED 11/10/2021, CONSENT ITEM 18.2 CHANGE ORDER #1 (9/9/2021) LINE 1: DECREASE BY \$60,500 LINE 2: INCREASE BY \$60,500 DEPT REQUESTED, FISCAL APPROVED BOARD APPROVED 8/11/2021 CONSENT AGENDA 15.9 PIGGYBACK ON HAYWARD UNIFIED BID 19.103, ITEM #25 UPDATED AGREEMENT PENDING		
01	1	LOT	VARIOUS FOOD ITEMS, OPEN ORDER AS NEEDED FOR THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE SCHOOL MEAL PROGRAMS.	546,500.00	546,500.00
02	1	LOT	SUPPLY AND PAPER GOODS	99,500.00	99,500.00
			Continued		
				TOTAL	

ACCOUNT NO.	AMOUNT

APPROVAL:

Superintendent

Date

SEND INVOICE TO: MT. DIABLO UNIFIED SCHOOL DISTRICT
 FISCAL SERVICE DEPARTMENT
 1936 CARLOTTA DRIVE
 CONCORD, CALIFORNIA 94519

TO RECEIVE PROPER PAYMENT THE ABOVE PO NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, PACKAGES, CORRESPONDENCE, ETC.



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ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			FOR THE OPENING OF THE 2021-2022 SCHOOL YEAR. NOT TO EXCEED: \$235,000 EFFECTIVE: JULY 15, 2021 ENDING JUNE 30, 2022 NOTE TO VENDOR: *DEPT TO UTILIZE AS NEEDED *AUTHORIZED USERS: DEBORAH WATERS, PAULA ONOFRIO, DOMINIC MACHI *QUESTION/CONCERNS, CONTACT: DEBORAH WATERS PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG		
				Tax	0.00
TOTAL					646,000.00

ACCOUNT NO.	AMOUNT
509611847 9341	109,300.00
509611047 9341	437,200.00
509611047 9320	79,600.00
509611847 9320	19,900.00

APPROVAL:

Superintendent

Date

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