

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:
		\$	

 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:
3	Same as 1	\$100,000.00	01.9010.0000.8110.39120000.551.014.5652

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

SITE/Department Head Approval _____	Date: _____	ADJUSTED PO Grand Total \$414,500.00
Budget Administrator Approval _____	Date: <u>4/15/25</u>	
Fiscal Approval _____	Date: _____	