

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: Jan. 9, 2023

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

SITE: Foods PO#: 231910 VENDOR NAME: Rumiano Cheese Company Inc.

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

REQUIRED FIELD-Reason for Change: Adding line item and funding for the 2022-23.

Add or Delete Line Item(s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
2	Add	1	Quotation Increase # 100001	\$ 188,000.00	13.5310.0000.3700.6110 0000.509.009.9341
				\$	

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:
				\$	
				\$	

SITE/Department Head Approval _____ Date: _____
 Budget Administrator Approval _____ Date: _____
 Fiscal Approval _____ Date: _____

**ADJUSTED PO
Grand Total**

\$212,000.00