

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: June 20, 2022

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

SITE: Food Services PO#: 220564 VENDOR NAME: NuWest Textile Group

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

REQUIRED FIELD-Reason for Change: Increase Funds for Linens and Service to close PO out for 2021/22 school year.

Add or Delete Line Item(s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
2	Add	1	<i>AW</i> For Linens and service.	\$ 6,000.00	13.5310.000.3700.61100000 .509.009.5829 <i>CS</i>
				\$	

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 <u>[Signature]</u> Date: <u>6/14/22</u>	ADJUSTED PO Grand Total \$ 30,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval <u>[Signature]</u> Date: <u>6/22/22</u>	