

# 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: 2/25/2025

REQUESTOR NAME: K. Blaine EXT. # 84901 EMAIL: blainek @MDUSD.ORG

SITE: 143 PO# 254028 VENDOR NAME: Young Audiences

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

REQUIRED FIELD-Reason for Change/Cancellation: adding another assembly to PO

x Add or Delete Line Item(s)

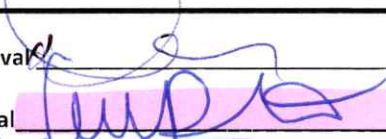

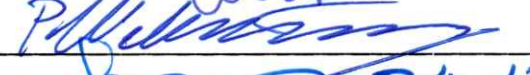
Line Item	Add or Delete	Quantity (if adding)	Description	Price	Budget Code to be changed::
2	Add	1	2 assemblies on 3/17/25	1,613.00	01-9010-1110-1000-39350000-143-143-5800

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 changed::

SITE/Department Head Approval: 	Date: 2/28/25	ADJUSTED PO Grand Total \$ 3,790.50
Budget Administrator Approval: 	Date: 3/6/25	
Fiscal Approval: 	Date: 03/12/25	

PO Change Form

JS 12-4-2023

Samantha Allen, Chief Ed. Services

Mt. Diablo Unified School District

MAR 12 2025

Accounts Payable RECEIVED

Received

MAR 05 2025

ES Support Office