

**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)

Mt. Diablo Unified School District

MAR 12 2025

Accounts Payable RECEIVED

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

Received

x Add or Delete Line Item(s)

MAR 05 2025

| 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 |
|           |               |                      |                         |          |                                         |
|           |               |                      |                         |          |                                         |

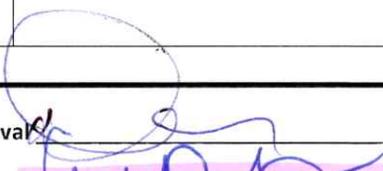
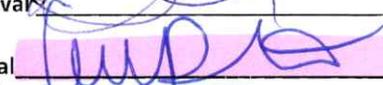
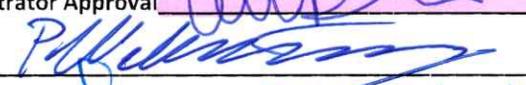
ES Support Office

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

 3/10/25  
Samantha Allen, Chief Ed. Services