

## 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: January 22, 2024

REQUESTOR NAME: Jennifer Sachs EXT. # 4016 EMAIL: neville@MDUSD.ORG

SITE: Dent PO#: 240994 VENDOR NAME: Life Lab

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

REQUIRED FIELD-Reason for Change: Amend contract to increase funds for additional school sites

Add or Delete Line Item(s)


Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
12	Add	1	Add funds from Cambridge Elementary LCFF for garden education	\$ 5,000	01 0930 1110 1000 09300000 119 119 6800
12	Add	1	Add Funds from Cambridge Elem General Fund for garden education	\$ 1,000	01 0000 1110 1000 03010000 119 119 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 Charged:
5	1	lot	Increase budget for Sun Terrace	\$ 2,000	01 0930 1110 1000 09300000 182 182 5800
1	1	Lot	Increase budget for El Monte	\$ 3111	01 3010 1110 1000 30700000 132 132 5800

SITE/Department Head Approval <u></u>	Date: <u>1/22/24</u>	<b>ADJUSTED PO Grand Total</b>  <b>\$723,301.00</b>
Budget Administrator Approval _____	Date: _____	
Fiscal Approval _____	Date: _____	