

PURCHASE ORDER CHANGE FORM

Purchasing Department

*****THIS FORM TO BE SENT TO THE PURCHASING DEPARTMENT*****

Date: 4/15/25

REQUESTOR NAME: Gina Ramirez EXT. # 3787 EMAIL: ramirezg@mdusd.org

SITE: FNS PO#: P1936A-2 VENDOR NAME: Tyson Prepared Foods Inc

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

Increase PO from \$325,000.00 to \$375,000.00 by adding line 2 with new funding.

 x Add or Delete Line Item (s)


Line Item	Add or Delete	QTY	Description	Price	Budget Code to be Charged
2	add	1	FRESH COMMODITY PROCESSED CHICKEN ITEMS, OPEN ORDER AS NEEDED FOR STUDENT MEALS, RFP# 1936	50,000.00	13.5310.0000.3700.61100.000.509.009.4716

 Change of Budget Code ONLY

Line	Change From:	Change To:	Amount

 Change Line Item: Reason required if PO total is increased by 10% or more*

Line	Quantity	Description of change	Price	Budget Code to be Changed:

SITE/Department Head Approval <u></u>	Date: <u>4/15/25</u>	ADJUSTED PO Grand Total \$375,000.00
Budget Administrator Approval _____	Date: _____	
Fiscal Approval _____	Date: _____	