

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: 10/27/21

REQUESTOR NAME: Angie Vickroy EXT. # 3782 EMAIL: vickroya@MDUSD.ORG

SITE: Food Services PO#: 221462 VENDOR NAME: Fat Cat Bakery (Van Wolf's LLC)

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

REQUIRED FIELD-Reason for Change: Increase

 Add or Delete Line Item(s)


Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
				\$	
				\$	

 Change of Budget Code ONLY

Line Item	Change From:	Change To:	Amount
			\$
			\$

 X Change Line Item (list reason for change above)

Line Item	Quantity	New Quantity (if applies)	Description of change	Price	Budget Code to be Charged:
1	n/a	n/a	BAKED GOODS, OPEN ORDER AS NEEDED	\$ 170,000.00	13.5310.0000.3700.61100.- 000.509.009.9341
				\$	

SITE/Department Head Approval _____ Date: _____	ADJUSTED PO Grand Total \$194,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval  _____ Date: _____	

Re: Fat Cat PR #R125433

1 message

Deborah Waters <watersd@mdusd.org>

Tue, Oct 5, 2021 at 1:58 PM

To: Angela Vickroy <vickroya@mdusd.org>Cc: Dominic Machi <machid@mdusd.org>, Gina Ramirez <ramirezg@mdusd.org>

Angie,

We have currently spent \$36,974.80 in two months. Average is \$18,487.40 per month @ 9.5 months per year. I would guess we will spend close to \$175,630.30 for the 2021-2022 school year. Plus we may want to add 10-15 % up cost for raw goods going up.

What do you think?

Deborah

On Tue, Oct 5, 2021 at 10:58 AM Angela Vickroy <vickroya@mdusd.org> wrote:

Please approve this PR in B+ at your earliest convenience. I guessed at \$24,000. Let me know if I should change that figure.

Angie

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Deborah Waters

Deborah Waters, Coordinator
Food and Nutrition Services
Mt. Diablo Unified School District
(925)682-8000 x 3786



MT. DIABLO UNIFIED SCHOOL DISTRICT
 PURCHASING / WAREHOUSE DEPARTMENT
 2326 BISSO LANE
 CONCORD, CALIFORNIA 94520
 FAX: (925) 687-5044 (925) 825-7440

DATE 10/05/21

PURCHASE ORDER NO.

221462

VENDOR: VAN WOLF'S LLC
 FAT CAT BAKERY
 8130 BERRY AVENUE SUITE 100
 SACRAMENTO, CA 95828

DELIVER TO: MT DIABLO UNIFIED SCHOOL DISTRICT
 FOOD SERVICES DEPT
 2330 BISSO LANE
 CONCORD, CA 94520

Req. # R125433	Vendor # 063087	Ship Via DESTINATIO	Department / Site S010009	Requisitioner VICKROY, ANGIE
Confirming <input type="checkbox"/> yes <input type="checkbox"/> no	Buyer CAROLANN IANORA	Extension #	Terms of Payment NET 30	Date Required

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	EACH	BAKED GOODS, OPEN ORDER AS NEEDED FOR MDUSD SCHOOL MEAL PROGRAMS NTE: \$24,000.00 EFFECTIVE: OCTOBER 8, 2021 ENDING JUNE 30, 2022 NOTES TO VENDOR: * DEPARTMENT TO UTILIZE AS NEEDED * EXCLUDES ITEM(S) \$500+ * AUTHORIZED USER: DEBORAH WATERS, PAULA ONOFRIO & DOMINIC MACHI * QUESTIONS/CONTACT: DEBORAH WATERS PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG@MDUSD.ORG	24,000.00	24,000.00
				Tax	0.00
				TOTAL	24,000.00

ACCOUNT NO.	AMOUNT
509611047 9341	24,000.00

APPROVAL:

Superintendent

Date

SEND INVOICE TO: MT. DIABLO UNIFIED SCHOOL DISTRICT
 FISCAL SERVICE DEPARTMENT
 1936 CARLOTTA DRIVE
 CONCORD, CALIFORNIA 94519

TO RECEIVE PROPER PAYMENT THE ABOVE PO NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, PACKAGES, CORRESPONDENCE, ETC.