

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 20, 2023

REQUESTOR NAME: Deborah Waters EXT. # 3786 EMAIL: watersd @MDUSD.ORG

SITE: Food Service PO#: 231911 VENDOR NAME: Fork in the Road, LLC

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

REQUIRED FIELD-Reason for Change: Add Funding Increase

Add or Delete Line Item(s)

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
1	Add	Lot	California Meat Products	\$ 100,000.00	13.5310.0000.3700.61100 000.509.009.9341 <i>(initials)</i>
				\$	

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:
				\$	
				\$	

SITE/Department Head Approval <u><i>Deborah Waters</i></u> Date: <u>1/20/23</u>	ADJUSTED PO Grand Total \$ 124,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	