

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: March 29, 2023

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

SITE: Food Service PO#: 232754 VENDOR NAME: Sierra Nevada Cheese Co.

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

REQUIRED FIELD-Reason for Change: Increase Funding

 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
			\$
			\$

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			Increase Funding	\$ 66,000.00	13.5310.0000.3700.6110 0000.509.009.9341 <i>ew</i>
				\$	

SITE/Department Head Approval _____ Date: <u>3/29/23</u>	ADJUSTED PO Grand Total \$ 90,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	



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

DATE 01/05/23

PURCHASE ORDER NO.

232754

VENDOR: SIERRA NEVADA CHEESE CO
 6505 COUNTRY ROAD 39
 WILLOWS, CA 95988

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

Req. # R132159	Vendor # 065295	Ship Via DESTINATIO	Department / Site S010009	Requisitioner MACHI, WATERS	
Confirming <input type="checkbox"/> yes <input type="checkbox"/> no	Buyer CAROLANN IANORA	Extension #	Terms of Payment NET 30	Date Required 12/07/22	
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	LOT	FOR THE PURCHASE OF CLEAN, ORGANIC, CHEESE AND DAIRY PRODUCTS AS NEEDED BY THE FOOD AND NUTRITION DEPARTMENT FOR THE 2022-23 SCHOOL YEAR. NET: \$24,000.00 EFFECTIVE: DECEMBER 7, 2022 ENDING JUNE 30, 2023 AUTHORIZED USER: DEBORAH WATERS, PAULA ONOFRIO, DOMINIC MACHI AND CHAD VOSS. CONTACT FOR ANY ISSUES OR QUESTION: DEBORAH WATERS PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG ***** SHIP TO ADDRESS SHOWN BELOW ***** MT DIABLO UNIFIED SCHOOL DISTRICT FOOD SERVICES DEPT 2330 BISSO LANE CONCORD, CA 94520	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.