

# 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#: 233348 VENDOR NAME: Fiery Ginger Farm LLC

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	\$ 76,000.00	13.5310.0000.3700.611 00000.509.009.9337
				\$	

SITE/Department Head Approval _____ Date: _____ Budget Administrator Approval _____ Date: <u>3/29/23</u> Fiscal Approval _____ Date: _____	<b>ADJUSTED PO Grand Total</b>  <b>\$ 100,000.00</b>
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**MT. DIABLO UNIFIED SCHOOL DISTRICT**  
**PURCHASING / WAREHOUSE DEPARTMENT**  
 2326 BISSO LANE  
 CONCORD, CALIFORNIA 94520  
 FAX: (925) 687-5044 (925) 825-7440

**PURCHASE ORDER NO.**

**233348**

DATE 02/24/23

**VENDOR:** FIERY GINGER FARM LLC  
 SPORK FOOD HUB  
 1469 COLUMBUS RD  
 WEST SACRAMENTO, CA 95691

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

<b>Req. #</b> R132800	<b>Vendor #</b> 065445	<b>Ship Via</b> DESTINATIO	<b>Department / Site</b> S010009	<b>Requisitioner</b> MACHI, WATERS	
<b>Confirming</b> <input type="checkbox"/> yes <input type="checkbox"/> no	<b>Buyer</b> CAROLANN IANORA	<b>Extension #</b>	<b>Terms of Payment</b> NET 30	<b>Date Required</b> 01/31/23	
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	LOT	PRODUCE: FOR THE PURCHASE OF FARM DIRECT PRODUCE AS NEEDED BY THE FOOD AND NUTRITION SERVICES DEPARTMENT PO NOT TO EXCEED: \$24,000.00 EFFECTIVE: JANUARY 31, 2023 ENDING JUNE 30, 2023 AUTHORIZED USER: DEBORAH WATERS CONTACT FOR ANY ISSUES OR QUESTION: DEBORAH WATERS PHONE: (925)682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG	24,000.00	24,000.00
				Tax	0.00
				<b>TOTAL</b>	24,000.00

ACCOUNT NO.	AMOUNT
509611047 9337	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.