

PURCHASE ORDER CHANGE FORM

Purchasing Department

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

Date: Jan. 31, 2025

REQUESTOR NAME: Deborah Waters EXT. # 3786 EMAIL: watersd@mdusd.org

SITE: FNS PO#: 252250 VENDOR NAME: Earl's Organic Produce

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

Change funding by and increasing only. Increase NTE from 25,000 to \$100,000.

____ Add or Delete Line Item (s)

Line Item	Add or Delete	QTY	Description	Price	Budget Code to be Charged

____ 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:
1	N/A	Increase Funds	75,000.00	13.5310.0000.3700.61100000.509.009.4714

SITE/Department Head Approval _____ Date: _____	ADJUSTED PO Grand Total \$100,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	



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

PURCHASE ORDER NO.

252250

DATE 10/09/2024	DEPARTMENT FOOD SERVICES	REQUISITION NO R145130
VENDOR # 067218	VENDOR PHONE # () - EMAIL ALECT@EARLSORGANIC.COM	PURCHASE ORDER NUMBER ABOVE MUST APPEAR ON ALL INVOICES SHIPPING PAPERS & CORRESPONDENCE

VENDOR EARL'S ORGANIC PRODUCE 2101 Jerrold Ave, Suite 100 SAN FRANCISCO, CA 94124	SHIP TO MT DIABLO UNIFIED SCHOOL DISTRICT FOOD SERVICES DEPT 2330 BISSO LANE CONCORD, CA 94520
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ORIGINATOR: EMMOTT/WATERS NET 30 EMAIL: WATERSD@MDUSD.ORG BUYER: CAROLANN BID #: REQUIRED BY: 10/11/2024 EXPIRATION DATE: 06/30/2025	BILL TO Email: ACCTSPAY@MDUSD.ORG MDUSD Fiscal Services 1936 Carlotta Drive Concord, CA 94519 ALL INVOICES AND CORRESPONDENCE MUST BE SENT TO ABOVE ADDRESS REGARDLESS OF SHIPPING DESTINATION
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ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
0001	1.00	LOT	PRODUCE - FRESH PICKED, LOCAL GROWN, ORGANIC ASSORTED VARIETIES. AS NEEDED BY THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE SCHOOL MEALPROGRAMS FOR THE 2024-25 SCHOOLYEAR. EFFECTIVE: OCTOBER 10, 2024 - JUNE 20, 2025 NOT TO EXCEED: \$25,000.00 NOTE TO VENDOR: -DEPARTMENT TO UTILIZE AS NEEDED -AUTHORIZED USERS: DEBORAH WATERS, CHAD VOSS, PAULA ONOFRIO AND ALEXANDRA EMMOTT -QUESTIOS OR ISSUES CONTACT: DEBORAH WATERS, PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG	25,000.00	25,000.00

CONDITIONS - READ CAREFULLY

1. Shipping charges prepaid by vendor.
2. Payment will be made on complete shipments only.
3. Delivery Ticket must accompany goods.
4. Please make deliveries between 7 A.M. and 3 P.M.
5. All goods received with subsequent privilege to inspect and return at Vendor's expense if defective or not in compliance with our specifications.
6. Indoor delivery if necessary.
7. Payment NET 30 or according to contract.

Item Total: 25,000.00

NET TOTAL 25,000.00

APPROVED FOR ISSUE

Superintendent

PO Terms Attached.