

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: 02/28/2022

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

SITE: Food Warehouse PO#: 220401 VENDOR NAME: Danielsen Company

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

REQUIRED FIELD-Reason for Change: Increase Funds for Food and Supplies to close PO out for 2021/22 school year

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:
2	n/a	n/a	Increase	\$ 74,254.74	13.5310.0000.3700.61100000.509.009.9320
3	n/a	n/a	Increase	\$ 222,595.42	13.5310.0000.3700.6100000.509.009.9341

SITE/Department Head Approval <u>[Signature]</u> Date: <u>2/28/22</u>	ADJUSTED PO Grand Total \$ 545,850.16
Budget Administrator Approval _____ Date: _____	
Fiscal Approval <u>[Signature]</u> Date: _____	