

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: December 11, 2024

REQUESTOR NAME: Kimber Trombley EXT. # 4024 EMAIL: TrombleyK @MDUSD.ORG

SITE: Wren Avenue ES PO# 251018 VENDOR NAME: Exploring New Horizons

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

REQUIRED FIELD-Reason for Change/Cancellation: No longer attending outdoor education.

____ Add or Delete Line Item(s)

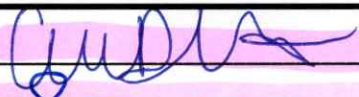


Line Item	Add or Delete	Quantity (if adding)	Description	Price	Budget Code to be changed::

____ 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 changed::

SITE/Department Head Approval		Date: 12-13-24	ADJUSTED PO Grand Total \$ 0.00
Budget Administrator Approval		Date: 12/17/24	
Fiscal Approval		Date: 12/17/25	

AP-Received
JAN 06 'A.M.
Fiscal Services

Purchase Order # 251018



MT. DIABLO
UNIFIED SCHOOL DISTRICT

1936 Carlotta Drive
Concord, CA 94519

- ☐ Independent Service Contract
☒ Master Contract

Amendment No. 1 to

This Amendment is entered into between the Mt. Diablo Unified School District (MDUSD) and Exploring New Horizons (CONTRACTOR). MDUSD entered into an Agreement with CONTRACTOR for professional services on 12 day of June, 20 24 and the parties agree to amend that Agreement as follows.

1. **Services:** (Check and complete ONE of the options below).

- ☒ CONTRACTOR agrees to provide the following amended services. (Provide full description of expected final results, such as services, materials, products, and/or reports; attach additional pages as necessary).
Cancel Wren Avenue attendance at Exploring New Horizons for 2024-2025. No staff members are willing to attend.

- ☐ The scope of work is attached as Exhibit A (incorporated by reference to the extent that it is subordinate to and not inconsistent with this Agreement).

- ☐ The scope of work is unchanged.

2. **Terms:** (Check and complete ONE of the options below).

- ☐ The contract term is extended by an additional (days/weeks/months), and the amended expiration date is, 20.

- ☒ The contract term is unchanged.

3. **Compensation:** (Check and complete ONE of the options below. This provision may only be changed if there is also a change to the above Services OR Terms of the Contract).

- ☐ The rate is amended by an ☐ increase of ☐ decrease of \$ for type of service

- ☒ The contract amount is amended by an ☐ increase of ☒ decrease of \$ 9,600.00 to original contract amount.

The amended contract ☒ amount ☐ rate is now \$ 582,610.50

4. **Remaining Provisions:** All other provisions of the Agreement, and prior Amendment(s) if any, shall remain unchanged and in full force and effect as originally stated.

5. **Amendment History:** This contract has previously been amended as follows:

No.	Date	General Description of Reason for Amendment	Amount of Increase/Decrease
1	12/11/24	Decrease removing Wren Avenue from Contract	\$ -9,600.00
			\$
			\$

6. **Approval:** This Agreement is not effective and no payment shall be made to Contractor until it is approved. Approval requires signature by the Superintendent (or his designee).

Mt. Diablo USD

By:

Budget Administrator/Principal

Mt. Diablo USD

By:

Superintendent or Designee

Contractor

By:

Board Approval (if needed)

Docket Number:

Agenda Item Number

Date:

12.13.24

Date:

12/17/24

Date:

Date: