

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: 11/3/21

REQUESTOR NAME: Angie Vickroy EXT. # 3782 EMAIL: vickroya@MDUSD.ORG

SITE: Food & Nutrition Services PO#: 220781 VENDOR NAME: Sysco Foods

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

REQUIRED FIELD-Reason for Change: Increase

 Add or Delete Line Item(s)

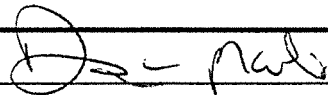

Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
3	add	n/a	VARIOUS FOOD ITEMS, OPEN ORDER AS NEEDED FOR THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE SCHOOL MEAL PROGRAMS.	\$ 329,000.00	13.5310.0000.3700.61100.-000.509.009.9341
4	add	n/a	SUPPLY AND PAPER GOODS	82,000.00	13.5310.0000.3700.61100.-000.509.009.9320

 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:
				\$	
				\$	

SITE/Department Head Approval <u></u> Date: <u>9/14/11</u>	ADJUSTED PO Grand Total \$646,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval <u></u> Date: _____	



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

DATE 08/16/21

PURCHASE ORDER NO.
220781

VENDOR: SYSCO FOOD SERVICES OF SAN FRAN
 TIM ODOM
 P O BOX 5019
 5900 STEWART AVENUE
 FREMONT, CA 94538

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

Req. # R124283	Vendor # 011017	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 08/15/21

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	LOT	BOARD APPROVED 8/11/2021 CONSENT AGENDA 15.9 PIGGYBACK ON HAYWARD UNIFIED BID 19.103, ITEM #25 UPDATED AGREEMENT PENDING VARIOUS FOOD ITEMS, OPEN ORDER AS NEEDED FOR THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE SCHOOL MEAL PROGRAMS.	217,500.00	217,500.00
02	1	LOT	SUPPLY AND PAPER GOODS FOR THE OPENING OF THE 2021-2022 SCHOOL YEAR. NOT TO EXCEED: \$235,000 EFFECTIVE: JULY 15, 2021 ENDING JUNE 30, 2022 NOTE TO VENDOR: *DEPT TO UTILIZE AS NEEDED *AUTHORIZED USERS: DEBORAH WATERS, PAULA ONOFRIO, DOMINIC MACHI *QUESTION/CONCERNS, CONTACT: DEBORAH WATERS ***continued***	17,500.00	17,500.00
				TOTAL	

ACCOUNT NO.	AMOUNT

APPROVAL:

Superintendent

Date

SEND INVOICE TO: MT. DIABLO UNIFIED SCHOOL DISTRICT
 FISCAL SERVICE DEPARTMENT
 1936 CARLOTTA DRIVE
 CONCORD, CALIFORNIA 94519



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ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG		
				Tax	0.00
				TOTAL	235,000.00

ACCOUNT NO.	AMOUNT
509611847 9341	43,500.00
509611047 9341	174,000.00
509611047 9320	14,000.00
509611847 9320	3,500.00

APPROVAL:

Superintendent

Date

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 CONCORD, CALIFORNIA 94519

TO RECEIVE PROPER PAYMENT THE ABOVE PO NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, PACKAGES, CORRESPONDENCE, ETC.