

## 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: 12/16/21

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

SITE: Food & Nutrition Services PO#: 221348 VENDOR NAME: Davi Produce

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

**REQUIRED FIELD**-Reason for Change: Increase

       Add or Delete Line Item(s)

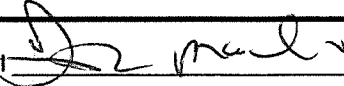
Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
				\$	
				\$	

       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	n/a	n/a	Increase	\$ 192,500.00	13.5310.0000.3700.61100.- 000.509.009.9337
				\$	

SITE/Department Head Approval <u></u> Date: <u>12/17/21</u>	ADJUSTED PO Grand Total  <b>\$217,000.00</b>
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	



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

DATE 09/30/21

PURCHASE ORDER NO.  
**221348**

VENDOR: DAVI PRODUCE  
 523 VINE HILL WAY  
 MARTINEZ, CA 94553

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

Req. # R125245	Vendor # 027439	Ship Via DESTINATIO	Department / Site S010009	Requisitioner VICKROY, ANGIE	
Confirming <input type="checkbox"/> yes <input type="checkbox"/> no	Buyer CAROLANN IANORA	Extension #	Terms of Payment NET 30	Date Required 10/01/21	
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	EACH	Fresh Local Produce, Specialty Items, OPEN ORDER  Not to exceed: \$24,500.00  EFFECTIVE: SEPT 30, 2021 to JUNE 30, 2022  NOTE TO VENDOR: *DEPT WILL UTILIZE AS NEEDED *EXCLUDES ITEM(S) OF \$500+ *AUTHROIZED USERS: Dominic Machi 925-682-8000 x3775 Deanna Davis 925-682-8000 x3785 Paula Onofrio 925-682-8000 x3784 Thomas Egan III 925-682-8000 x3783 Deborah Brewer 925-682-8000 x3786  Any questions, please contact .....watersd@mdusd.org	24,500.00	24,500.00
				Tax	0.00
				TOTAL	24,500.00

ACCOUNT NO.	AMOUNT
509611047 9337	24,500.00

APPROVAL:

Superintendent

Date

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