

PURCHASE ORDER CHANGE FORM

Purchasing Department

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

Date: Aug 30, 2024

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

SITE: FNS PO#: 250108 VENDOR NAME: Danielsen Company

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

Change funding by increasing only.

 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	59,000.00	5310.0000.3700.61100000.509.009.4716 B
2	N/A	Increase Funds	5,000.00	5310.0000.3700.61100000.509.009.4790 B

SITE/Department Head Approval <u><i>Dore</i></u> Date: <u>8/30/24</u>	ADJUSTED PO Grand Total \$114,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	