

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: March 29, 2023

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

SITE: Food Service PO#: 230693 VENDOR NAME: Alicia Tamales

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

REQUIRED FIELD-Reason for Change: Increase Funds

 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
			\$
			\$

 X 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			Increase Funds	\$ 26,105.00	13.5310.0000.3700.6110 0000.509.009.9341 1
				\$	

SITE/Department Head Approval _____ Date: _____ Budget Administrator Approval _____ Date: <u>3/29/23</u> Fiscal Approval _____ Date: _____	ADJUSTED PO Grand Total \$ 50,105.00
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MT. DIABLO UNIFIED SCHOOL DISTRICT
 PURCHASING / WAREHOUSE DEPARTMENT
 2326 BISSO LANE
 CONCORD, CALIFORNIA 94520
 FAX: (925) 687-5044 (925) 825-7440

DATE 07/21/22

PURCHASE ORDER NO.

230693

VENDOR: ALICIA VILLANUEVA
 TAMALES LOS MAYAS LLC
 23682 CLAWITER RD
 HAYWARD, CA 94545

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

Req. # R129682	Vendor # 065039	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 07/11/22	
ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	LOT	FOR THE PURCHASE OF FRESH MADE TAMALE PRODUCTS AS NEEDED BY THE FOOD AND NUTRITION SERVICES DEPARTMENT FOR THE 2022-23 SCHOOL YEAR. NOT TO EXCEED: \$24,000.00 EFFECTIVE: JULY 11, 2022 ENDING JUNE 30, 2023 AUTHORIZED USERS: DEBORAH WATERS, PAULA ONOFRIO, JOSH GJERSAND AND DOMINIC MACHI CONTACT FOR ANY ISSUES OR QUESTIONS: DEBORAH WATERS, PHONE: 925-682-8000 EXT. 3786 EMAIL: WATERSD@MDUSD.ORG	24,000.00	24,000.00
				Tax	0.00
TOTAL					24,000.00

ACCOUNT NO.	AMOUNT
509611047 9341	24,000.00

APPROVAL:

Superintendent

Date

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

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