

PURCHASE ORDER CHANGE FORM

Purchasing Department

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

(Fiscal will forward to Purchasing after they approve the changes)

Date: 12/8/2020

REQUESTOR NAME: Janet Richardson EXT. # 3804 EMAIL: richardsonj2@mdusd.org

SITE: Maintenance & Operations PO# 210687 VENDOR NAME: MEDALLION LANDSCAPE

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

REQUIRED FIELD-Reason for Change: INCREASE PO TO MEET LANDSCAPE DEMANDS

 Add or Delete Line Item(s)

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

 Change of Budget Code ONLY

XX 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	LOT		INCREASE AMOUNT	\$ 35,000. 00	01.8150.0000.8110.51100000. 551.014.5651

SITE/Department Head Approval _____ Date: _____ Budget Administrator Approval _____ Date: _____ Fiscal Approval _____ Date: _____	ADJUSTED PO Grand Total \$130,000.00
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