

## 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: April 27, 2023

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

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

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

**REQUIRED FIELD-Reason for Change:** Add Funding Increase original PO \$24,000.-

CLO1 requested increase PO total to \$50,105; typo added an extra \$45.00 bring PO Total to \$50,105. Request to increase PO total to \$66,355.00

\_\_\_\_\_ 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	Add	Lot	Increase Funding	\$ 16,250.	13.5310.0000.3700.6100 000.509.009.9341 <span style="color: purple;">e</span>
				\$	

SITE/Department Head Approval <u>Paula Orphanis</u> Date: <u>4/28/23</u>	ADJUSTED PO Grand Total  \$ 66,355.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	

# Mount Diablo Unified School District Purchase Order Status Inquiry

As of 6/30/2023

## MASTER INFORMATION

<b>PR Number</b>	R129682	<b>PO Number</b>	230693	<b>Vendor ID</b>	065039	<b>Vendor Name</b>	ALICIA VILLANUEVA	<b>Partially Paid</b>
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**Address:** P1 TAMALES LOS MAYAS LLC  
 23682 CLAWITER RD  
 HAYWARD, CA 94545  
**PO Total Amount:** 50,150.00

<b>Confirm:</b> 3744	<b>Requested by:</b> MACHI, WATERS	<b>Blanket Number:</b>												
<b>Account:</b> OPEN ORDER	<b>Approved by:</b> BSI	<b>Blanket Amount:</b> 50,150.00												
<b>Bid:</b>	<b>Printed by:</b> PURLDDBYR	<b>Blanket Remaining:</b>												
<b>Contract:</b>	<b>PO Type:</b> B	<b>Req. Codes</b>												
<b>Ship To:</b> S010009	<b>EN Flag:</b> Y	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>												
<b>Bill To:</b> S010012	<b>Sec Cd:</b> 009	<b>Req. Dt:</b> 07/11/2022												
<b>End Use:</b> DESTINATION		<b>Apr Dt:</b> 07/20/2022												
		<b>Print Dt:</b> 04/14/2023												
		<b>Entry Dt:</b> 07/11/2022												
		<b>Expr Dt:</b> 06/30/2023												
		<b>Buyer:</b> CAROLANN												

### ITEMS

Item	Qty Ordered	Unit Price	Key	Object	Tax1	Discount	Extended	Catalog	F/A	Print
						Charges	Work Order	Ship To	Whse	Chg
0001	1	\$50,150.00	G 509611047	9341	\$0.00	\$0.00	\$50,150.00		N	
							1 LOT			
							\$50,150.00			

### PR NOTES/PRINT BEFORE/PRINT AFTER TEXT

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: \$50,105.00 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

NEW VENDOR:  
 ALICIA VILLANUEVA  
 ALICIA TAMALES LOS MAYAS  
 ALICIA@ALICIA.TAMALESLOS MAYAS.COM

**Mount Diablo Unified School District  
Purchase Order Status Inquiry**  
As of 6/30/2023

**MASTER INFORMATION**

<b>PR Number</b>	<b>PO Number</b>	<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Partially Paid</b>
R129682	230693	065039	ALICIA VILLANUEVA	

WWW.ALICIAATAMLESOMAYAS.COM

510-684-9613

23682 CLAWITER ROAD  
HAYWARD, CA 94545

Print Before: CHANGE ORDER #1 (4/14/24) LW  
Print Before: LINE 1: INCREASE \$26,105.00  
Print Before: PER SITE, FISCAL APPROVED

**ENCUMBRANCES**

Item #	PR Number	Batch ID	Key	Object	Post Date	EN Amount	PD Amount	Balance	Tr
FOR THE PURCHASE OF FRESH MADE									
0001	R129682	PO	GL 509611047	9341	07/21/22	\$24,000.00	\$0.00	\$24,000.00	EN
0001	R129682	H23CK090	GL 509611047	9341	09/08/22	\$0.00	\$1,750.00	\$22,250.00	PP
0001	R129682	H23CK090	GL 509611047	9341	09/08/22	\$0.00	\$1,250.00	\$21,000.00	PP
0001	R129682	H23SG1213	GL 509611047	9341	12/15/22	\$0.00	\$16,370.00	\$4,630.00	PP
0001	R129682	H23AG032	GL 509611047	9341	03/30/23	\$0.00	\$4,375.00	\$255.00	PP
0001	R129682	H23AG032	GL 509611047	9341	03/30/23	\$0.00	\$600.00	(\$345.00)	PP
0001	R129682	POADJ	GL 509611047	9341	04/14/23	\$26,150.00	\$0.00	\$25,805.00	EN
0001	R129682	H23KJ0417	GL 509611047	9341	04/20/23	\$0.00	\$16,250.00	\$9,555.00	PP
0001	R129682	H23AG042	GL 509611047	9341	04/27/23	\$0.00	\$5,000.00	\$4,555.00	PP
0001	R129682	R23DB042	GL 509611047	9341	04/28/23	\$0.00	(\$1,750.00)	\$6,305.00	PP
0001	R129682	R23DB042	GL 509611047	9341	04/28/23	\$0.00	(\$1,250.00)	\$7,555.00	PP
0001	R129682	H23AG050	GL 509611047	9341	05/04/23	\$0.00	\$1,750.00	\$5,805.00	PP
0001	R129682	H23AG050	GL 509611047	9341	05/04/23	\$0.00	\$1,250.00	\$4,555.00	PP

**PO Balance:** \$50,150.00 \$45,595.00 \$4,555.00

**RECEIVING DETAIL**