

PURCHASE ORDER CHANGE FORM

Purchasing Department

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

Date: Feb. 13, 2023

REQUESTOR NAME: Gina Ramirez EXT. # 3787 EMAIL: ramirezg@mdusd.org

SITE: FNS PO#: 230694 VENDOR NAME: NUWEST TEXTILE

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

Increase line 1 by \$1,050.36, increase line 2 by \$22,051.00 to cover the 2022/23 FY. PO total funding increased by \$23,101.36.

_____ Add or Delete Line Item (s)


Line Item	Change From:	Change To:	Amount

_____ Change of Budget Code ONLY

Line Item	Change From:	Change To:	Amount

x Change Line Item: Reason required if PO total is increased by 10% or more*

Line Item	Quantity	New Quantity (if applies)	Description of change	Price	Budget Code to be Changed:
1			Increase funding	1,050.36	13.5310.0000.3700.61100000.509.009.5829
2			Increase funding	22,051.00	13.5456.0000.3700.61280000.509.009.5829

SITE/Department Head Approval <u></u> Date: <u>3/1/23</u>	ADJUSTED PO Grand Total \$47,101.36
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	