

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: 12/16/21

REQUESTOR NAME: Angie Vickroy EXT. # 3782 EMAIL: vickroya@MDUSD.ORG

SITE: Food & Nutrition Services PO#: 220399 VENDOR NAME: Don Lee Farms

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

REQUIRED FIELD-Reason for Change: Increase

Add or Delete Line Item(s)

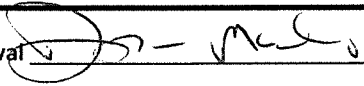
Line Item	Add or Delete	Quantity if Adding	Description	Price	Budget Code to be Charged
2	add	n/a	increase	\$ 221,000.00	13.5310.0000.3700.6110.- 000.509.009.9341
				\$	

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:
				\$	
				\$	

SITE/Department Head Approval <u></u> Date: <u>12/17/21</u>	ADJUSTED PO Grand Total \$245,000.00
Budget Administrator Approval _____ Date: _____	
Fiscal Approval _____ Date: _____	



MT. DIABLO UNIFIED SCHOOL DISTRICT
 PURCHASING / WAREHOUSE DEPARTMENT
 2326 BISSO LANE
 CONCORD, CALIFORNIA 94520
 FAX: (925) 687-5044 (925) 825-7440

DATE 07/09/21

PURCHASE ORDER NO.

220399

VENDOR: INC GOODMAN FOOD PRODUCTS
 dba DON LEE FARMS
 200 E BEACH AVE
 INGLEWOOD, CA 90302-0000

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

Req. # R124070	Vendor # 032336	Ship Via DESTINATIO	Department / Site S010009	Requisitioner WATERS/MACHI
Confirming <input type="checkbox"/> yes <input type="checkbox"/> no	Buyer CAROLANN IANORA	Extension #	Terms of Payment NET 30	Date Required 07/09/21

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
01	1	LOT	COMMODITY PROCESS BEEF, OPEN ORDER ITEMS AS NEEDED BY FOOD AND NUTRITION SERVICES FOR THE SCHOOL MEAL PROGRAMS. SCHOOL YEAR 2021-2022. EFFECTIVE: JULY 1, 2021 ENDING JUNE 30, 2022 PO NOT TO EXCEED: \$24,000.00 NOTES TO VENDOR *DEPARTMENT TO UTILIZE AS NEEDED *EXCLUDES ITEM(S) \$500+ AUTHORIZED USERS: DEBORAH WATERS DOMINIC MACHI PAULA ONOFRIO POINT OF CONTACT: 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	19,200.00
509611847 9341	4,800.00

APPROVAL:

Superintendent

Date

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