SAN LEANDRO UNIFIED SCHOOL DISTRICT
Business Services Division

PO Change Order Request Form

This form will be used to request a change in the amount of the Purchase Order. Please use a plus (+) sign to indicate an increase or a minus (-) sign to indicate a decrease in the balance of the Purchase Order.

Vendor Name DSA P.O.# J21-00232

Acct. No: 212-6230-9112-0000-8500-030-30- -812 Amount $55,000.00

Comments:
Please increase the above PO by $55,000 to include the cost of the attached request to increase the blanket PO for DSA close out fees.

Authorized Signature: _____ Date:_____

Posted By: (Purchasing):_____ Date:_____

Budget Transfer # _____ Posted By: _____ Date:_____

All requests should be completed by site staff and then approved by site/program Manager. Please forward all signed and completed paperwork to the Purchasing Dept. in the District Office.

If necessary, please attach Budget Transfer request to this form to cover the increase of the Purchase Order. If there is a Budget Transfer Form attached, both requests will be forwarded to the Budget Technician, which will be processed and later forwarded to the Purchasing Dept.

SAN LEANDRO UNIFIED SCHOOL DISTRICT
Bond Department

To: Facilities and Technology Committee
From: Bond Department
F&T Meeting Date: 8/25/2021
Project Description: DSA Final Invoice Fees

Bond Measure: J1
Site location: N/A
Funding Source: N/A

Fiscal Impact: $55,000.00

Rationale: Increase of the existing PO for final DSA fees for remaining J1 projects.

Contractor/Company on the project: Division of the State Architect
Phone: 510-622-3101
Full Name of person responsible to sign contract: N/A
Email to send contract to for DocuSign: N/A
License #: N/A

Is this a new Company being used?: N/A
Do we have a W9 on file? N/A