

**RICHLAND COUNTY SCHOOL DISTRICT ONE
CHANGE ORDER (GOODS and SERVICES only)**

LOCATION:

(Department or school name)

CHANGE ORDER **TRACKING** NUMBER:

(INTERNAL USE ONLY)

DATE:

TO:

Vendor Name

PURCHASE ORDER NUMBER OR
CONTRACT NUMBER:

PURCHASE ORDER FOR OR
CONTRACT NUMBER FOR:

PURCHASE ORDER DATE OR
CONTRACT DATE:

PROVIDE DETAILS FOR THE REQUESTED CONTRACT /PO CHANGE AS FOLLOWS:	FUND CODE Applicable to changes (required)		Amount
		1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	
		10	
		11	
		12	
		13	
		14	
		15	
Grand Total			

On _____, I, _____ Certify that the change is necessary and proper for the completion and wellbeing of the PO:

Date Department Head/ Principal:

On _____, I, _____ Certify that there are funds available for the proposed change in cost.

Date Budget Services - CSF

Completed in MUNIS by:

Initial Above

Date

THE CONTRACT/PO IS CHANGED AS FOLLOWS:

The original purchase order or contract sum **of this Purchase Order**

Net change by previously authorized Change Orders

The purchase order or contract sum prior to this Change Order

The purchase order or contract sum will be (increased, decreased, unchanged) by this Change Order.

**INCREASES \$50,000 OR MORE
REQUIRES BOARD APPROVAL**

The **new purchase order and/or contract sum of this PO**, including changes requested by this Change Order

The delivery dates or completion time will be (increased, decreased, unchanged) by

The revised date of delivery/completion, as of the date of this Change Order

THE VENDOR IS AUTHORIZED TO MAKE THE CHANGE(S) DESCRIBED ABOVE.

Director, Procurement and Warehouse Services or (Designee)

Date

NOT VALID UNLESS SIGNED BY THE DIRECTOR OF PURCHASING OR (DESIGNEE)

Distribution to: Vendor () Purchasing(X) Accounting(X) Originator (X)