

Purchase Order Modification form

When should a PO modification form be done?

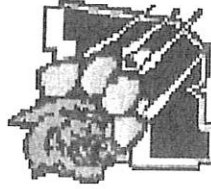
- Changing price or vender on purchase order
- Voiding or cancelling a purchaser order

PO DATE
07/23/2015

**RAYMONDVILLE INDEPENDENT
SCHOOL DISTRICT**

PURCHASE ORDER NUMBER
9341600009

COPIES:
 WHITE ACCOUNTING
 COLOR CAMPUS
 PRINTED 07/29/2015



VENDOR KEY : OIL PAF001
 SHIP DATE : 07/23/2015
 FISCAL YEAR : 2015-2016
 ENTERED BY : SOLISLUC000
 ORIGINAL REQ # : 0000111679

VENDOR:
 OIL PATCH FUEL & SUPPLY
 1905 BAYOU COURT
 BROWNSVILLE, TX 78526

SHIP TO:
 RAYMONDVILLE ISD
 420 FM 3168
 RAYMONDVILLE, TX 78580

PHONE: (956) 831-4839

ATTN: LUCY SOLIS

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
		THREE FUEL QUOTES WERE OBTAINED FOR DISTRICT VEHICLES, BUSES, & MAINTENANCE VEHICLES.		
1	EACH	ULTRA LOW DIESEL, COMBUSTABLE LIQUID/TRANSPORTATION.	3384.78	3384.78
1	EACH	PGII FLAMMABLE UNLEADED FUEL/TRANSPORTATION.	4456.26000	4,456.26
1	EACH	ULTRA LOW DIESEL, COMBUSTABLE LIQUID/TRANSPORTATION FOR SP. ED. BUSES	1987.44	1987.44
1	EACH	TEXAS ENVIRONMENTAL DEL. FEE FOR TRANSPORTATION DEPT.	2733.86000	2,733.86
1	EACH	ULTRA LOW DIESEL, COMBUSTABLE LIQUID/MAINTENANCE.	398.00	398.00
1	EACH	PGII FLAMMABLE UNLEADED FUEL/MAINTENANCE.	816.18000	816.18
1	EACH	TEXAS ENVIRONMENTAL DEL. FEE FOR MAINTENANCE DEPT.	1.72	2.75
1	EACH	ULTRA LOW DIESEL, COMBUSTABLE LIQUID/TRANSPORTATION.	2.75000	1.72
1	EACH	PGII FLAMMABLE UNLEADED FUEL/MAINTENANCE.	684.00	725.56
1	EACH	TEXAS ENVIRONMENTAL DEL. FEE FOR TRANSPORTATION DEPT.	725.56000	684.00
1	EACH	ULTRA LOW DIESEL, COMBUSTABLE LIQUID/MAINTENANCE.	378.56	442.14
1	EACH	PGII FLAMMABLE UNLEADED FUEL/MAINTENANCE.	442.14000	378.56
1	EACH	TEXAS ENVIRONMENTAL DEL. FEE FOR MAINTENANCE DEPT.	2.75000	1.73
		ACCOUNT SUMMARY (FOR INTERNAL USE)		
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		199 E 34 6311 00 934 0 23 000	398.00	811.57
		199 E 34 6311 00 934 0 99 000	5378.94	7,397.42
		199 E 51 6311 00 988 0 99 000	1064.51	970.51
				6841.45
			PAGE TOTAL	9,179.50
			TOTAL	9,179.50

STATE TAX EXEMPT ENTITY NO BACK ORDERS ACCEPTED
 TAX ID# 74-6001950
 Deliveries will not be accepted between the hours of 11:45 am - 1:15 pm

PURCHASE APPROVED BY:



Raymondville Independent School District

One Bearkat Boulevard, Raymondville, Texas 78580

Phone: (956) 689-2471 • FAX: (956) 689-5869 – Business Office

Note: All modification forms must be approved by the Administrator. A copy of the Purchase Order must be attached to this form and all sections must be complete to ensure prompt processing.

To: AnnaBelle White
Accounts Payable Clerk
Tel. # 689-8175 ext 4109
Date of Submittal: _____

From: _____
(Name) Campus/Dept. Name _____

Principal/Administrator's Approval: _____

Superintendent's Approval: _____

Purchase Order # _____

Vendor's Name _____

PRICE MODIFICATION:

_____ Increase _____ Decrease Amount \$ _____
(Total difference of old and new amounts)
_____ Item# _____ Quantity _____ Description

Net Total: _____
(Total of new purchase order with corrections)

Account Number: _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____

VENDOR CHANGE:

New Vendor Name _____
Address _____
City, State, Zip Code _____
Contact Person _____
Phone # _____ Fax # _____

VOID/CANCEL: (Originator must contact and notify the vendor first of said cancellation, providing that the PO was faxed, called in, or mailed out to the vendor)

Contacted Person _____ Phone # _____

REASON FOR MODIFICATION:

Business Manager Approval



Raymondville Independent School District

419 FM 3168, Raymondville, Texas 78580

Phone: (956) 689-8175 • FAX: (956) 689-8180 – Business Office

Note: All modification forms must be approved by the Administrator. A copy of the Purchase Order must be attached to this form with corrections and all sections must be complete to ensure prompt processing.

To: AnnaBelle White
Accounts Payable Clerk
Tel. # 689-8175 ext 4105

Date of Submittal: 11.24.2015

From: LUCY SOLIS
(Name)

Campus/Dept. Name MAINT./TRANS. DEPT.

Purchase Order # 9341600009

Vendor's Name OIL PATCH FUEL & SUPPLY

12.04.15

PRICE MODIFICATION:

Note: If amount decreased use a negative amount.

Increase	<input checked="" type="checkbox"/> X	Decrease	Amount	Original PO Amt.	% change
			\$ (2,338.05)	\$ 9,179.50	-25%
Select an X from the Drop Down			(Total diff. of old and new amounts)		

Net Total: \$ 6,841.45
(Total of new purchase order with corrections)

VENDOR CHANGE:

New Vendor Name _____
 Address _____
 City, State, Zip Code _____
 Contact Person _____
 Phone # _____ Fax # _____

VOID/CANCEL: (Originator must contact and notify the vendor first of said cancellation, providing that the PO was faxed, called in, or mailed out to the vendor)

Person Contacted _____ Phone # _____

REASON FOR MODIFICATION:

WAS AN ESTIMATION ONLY.

Principal/Administrator's Approval: _____

Business Office Approval: _____

Superintendent's Approval: _____

Updated 6/5/2014

RECEIVED DEC 0 - 2015