

## City of Springfield – Office of Procurement PO Change Request Form

<b>DATE</b>	5/10/2021	<b>Requestor(s)</b>	Kathleen Bonneau/Nigel Greaves
<b>Department</b>	Community Development	<b>Phone / Email</b>	x2242
<b>Vendor Name</b>	Christine Walters	<b>Vendor #</b>	16981
<b>Contract #</b>	20200455	<b>Amendment #</b>	1
<b>PO #</b>	20008212	<b>Requisition #</b>	20009013

**Justification Required:** Decrease in Funding Per Amendment #1

Identify Line # to be Changed \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \_\_\_\_\_

**Changes to Org, Obj & Proj Codes:**

Specify Original Account:      ORG \_\_\_\_\_ OBJ \_\_\_\_\_ PROJ \_\_\_\_\_

Specify New Account:          ORG \_\_\_\_\_ OBJ \_\_\_\_\_ PROJ \_\_\_\_\_

**Adding a new line item to the Purchase Order:**

Specify New Account:      ORG \_\_\_\_\_ OBJ \_\_\_\_\_ PROJ \_\_\_\_\_

**Check here to Close/Cancel Purchase Order:** \$ \_\_\_\_\_

**Please fill out this section for processing:**

**Original Amount of Purchase Order:** \$ 131,430.00 *OK*

**Increase:** \$ \_\_\_\_\_

**Decrease:** \$ 13,545.07 (26451815-530105-64516)

**New Purchase Order Total:** \$ 117,884.93 *OK*

*updated 5/18/2021*  
*Decrease: 26881801-530105-68800 \$2,520.00*  
*Decrease: 26451815-530105-64516 \$11,025.07*

**Department Head's Signature:** *C. Bonneau*

**PLEASE NOTE:** NO modification will be **ALLOWED** to the Vendor Field. The Purchase Order will need to be canceled and a new requisition generated.

**FOR CITY CHANGE ORDERS: EMAIL FORM TO:**

"PO Change Order" Group found in Outlook.

*5/10/2021 KB*