



PURCHASING & CONTRACTS ADMINISTRATION DIVISION

Submit to Purchasing by Email

CHANGE ORDER FORM

Requestor Name: Laurie Rockwell Change Order Date: 2/2795/19
Purchase Order No: 0919-001758 Purchase Order Date: 11-15-18
Vendor Name: INTERSTATE BILLING/PALM TRUCK Vendor No.: 001567

Is this a CIB Project? ☐ Yes ☒ No (CIB Projects require Budget Department approval)

All Change Order Forms must include backup supporting documentation

INCREASE OR DECREASE PO

☒ Increase PO Amount ☐ Decrease PO Amount Account #: 501-0919-519-4962
From: 95000.00 To: 135,000.00 Difference: 40,000.00

Description:

REVISED 3RD CHANGE ORDER: Per request of Jackie Cora, we submit a third change order to accompany the City Council Greensheet for budgetary approval of an increase in funds. Attached is an estimate from Palm for work which would exceed the amount on the current Purchase Order and leave Fleet with no funds to complete the FY 18-19.

CANCEL PO or OTHER CHANGE

☐ Cancel PO ☐ Other Change

Description:

Richard Moulton

Department Head Name – PRINT ONLY

Michael Tharp

Division Manager Name – PRINT ONLY

Budget Department Name – PRINT ONLY (CIB Projects)

Authorized Purchasing Agent Name – PRINT ONLY

[Signature] 4/18/19
Department Head Signature

[Signature] 4-18-19
Division Manager Signature

Budget Department Signature (CIB Projects)

Authorized Purchasing Agent Signature

*Sign Change Order & Email to: cfmpurchasing@cityftmyers.com – along with associated backup documentation