

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 9000296 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$5,538.00

Work Session (Report Only) **DATE OF MEETING:** 11/27/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services

BUDGET IMPACT: \$5,538.00
 Annual **FUNDING SOURCE:** County Transportation Trust Fund
 Capital **EXPENDITURE ACCOUNT:** Other Contractual Services
 N/A

HISTORY/FACTS/ISSUES:

Purchase Order #9000296 (CSX Transportation) increase request by \$5,538.00 to cover costs associated with CSX invoices from FY 11-12.

Exhibit A

CHANGE ORDER REQUEST FORM

Attach copy of original approved PO (unless Contract/Paperless PO)



PO Number 9000296
 Vendor CSX

Cancel Entire Purchase Order

Current PO Amount (including any previously approved Change Orders) 37,495.00
 Requested Change Order Amount 5,538.00
 New PO Total 43,033.00

PLEASE CHANGE THE FOLLOWING ITEMS						
Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount
	103-340-541-3400	Other Contractual Services	1	\$ 5,538.00	\$ 5,538.00

Reason/Justification/Special Instructions:
 Increase purchase order to pay invoices from last fiscal year - FY11-12 *Invoices Received 11-14-12*
 NOTE: This will over expend the account \$168.00.

Signature/Approvals <u><i>Dense Warwick</i></u> Department Head Date <u>11-15-12</u>	<u><i>[Signature]</i></u> Division Director Date <u>NOV 15 2012</u>	<u><i>[Signature]</i></u> Financial Services Manager Date <u>11-16-2012</u>	<u><i>[Signature]</i></u> County Administrator Date <u>11-16-12</u>
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G/L Account Inquiry



G/L Account:

G/L Description:

Fiscal Year:

Account Information

Account Information

Beginning Balance:	0.00
Year End Total:	0.00
Previous Year Projected:	0.00
Original Budget:	0.00
User Budget:	0.00
Encumbrance Carry Over:	0.00

Other Information

Active:	<input checked="" type="checkbox"/>
Normal Balance:	DEBIT
Account Type:	Expense
Close To Account:	103-271000
Allow Over Expend:	
Expense Type:	E (Regular Expense)
Expense Group:	O (Operating)

Monthly Balances

Mon	Actuals	Net Encumbrance	Budget Amount	Budget Adjustment	Statistics
Oct	4,474.50	221,238.00	390,472.00	0.00	0.00
Nov	12,380.98	86,027.02	0.00	0.00	0.00
Dec	20,440.76	21,601.85	0.00	0.00	0.00
Jan	55,614.26	56,499.74	0.00	0.00	0.00
Feb	15,899.58	8,249.89	0.00	0.00	0.00
Mar	35,740.73	34,336.43	0.00	265.00	0.00
Apr	24,188.59	25,287.14	0.00	0.00	0.00
May	29,985.73	30,782.50	0.00	0.00	0.00
Jun	38,078.92	39,045.64	0.00	0.00	0.00
Jul	8,546.28	9,362.25	0.00	0.00	0.00
Aug	34,687.50	34,847.93	0.00	0.00	0.00
Sep	58,355.60	32,705.39	0.00	2,500.00	0.00
Total	338,393.43	31,046.04	390,472.00	2,765.00	0.00

Account Totals

Fund Current Month: September		
	Year-To-Date	Fiscal Year
Re-Encumbered Amount:	0.00	0.00
Budget Amount:	390,472.00	390,472.00
Budget Adjustment:	2,765.00	2,765.00
Revised Budget:	387,707.00	387,707.00
Outstanding Encumbrance:	31,046.04	31,046.04
Total Expenses:	338,393.43	338,393.43
Available Budget:	12,897.98	12,897.98
Pre-Encumbrance:	5,369.55	5,369.55
Statistics:	0.00	0.00

Monthly Summary

History

Open Purchase Orders

GL Account Notes

Vendor Totals

G/L Budget Items

A/P Workfile

P/O Workfile

Pre Encumbrance REQ

