

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53726 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$25,000.00

Work Session (Report Only) **DATE OF MEETING:** 9/14/10
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Budget & Purchasing

BUDGET IMPACT: \$25,000.00
 Annual **FUNDING SOURCE:** General Fund
 Capital **EXPENDITURE ACCOUNT:** 001-460-571-6600
 N/A

HISTORY/FACTS/ISSUES:
Purchase Order #53726 (Baker & Taylor) increase request of \$25,000.00 to purchase books for county Libraries.

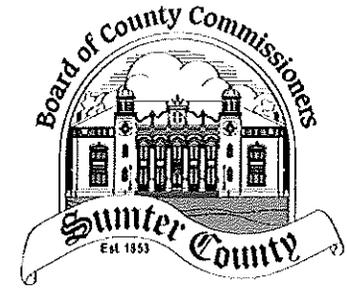
Original PO amount - \$5,000.00 (Blanket PO to purchase books for county Libraries).

Change Order #1 – Increased amount by \$10,000.00

Change Order #2 Request will increase funds by an additional \$25,000

Exhibit A

CHANGE ORDER REQUEST FORM # 2



PO Number	<u>53726</u>
Vendor	<u>Baker & Taylor</u>
PO Amount	<u>\$5,000.00</u>
Net Change Amount (-/+)	<u>+\$25,000.00</u>

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
2	001-460-571-6600	Books and Library Materials	blanket	blanket	\$25,000.00

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 Encumber an additional \$25,000.00 from 001-460-571-6600 for Baker & Taylor PO # 53726.

Signature/Approvals: *Barbara Duffley*
 Department Head
 Date: 9-8-10

[Signature]
 Division Director
 Date: 9/8/10

[Signature]
 Budget & Purchasing Dept.
 Date: 9/8/10

[Signature]
 County Administrator
 Date: 9-8-10

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53726

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

Baker and Taylor
PO Box 277930
Atlanta, GA 30384-7930

DATE June 3, 2010 *1/10 8-10*
DEPT. Library Services *108*
BY *Barbara*
[Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
<i>(D)</i> 001	460-571-6600	1	Blanket PO Blanket Purchase Order to purchase books for county libraries Library materials *on state contract	5,000.00	5,000.00
			<i>change order</i>	<i>\$10,000.00</i>	<i>\$10,000.00</i>
			TERMS:	TOTAL	<i>5000</i>

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: _____

**NOTE: ONLY ORIGINAL INVOICES
WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:
BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS
WHITE COPY - TO VENDOR
CANARY COPY - TO DEPARTMENT HEAD
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

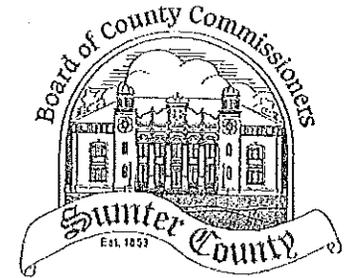
BY: _____ OFFICER OR DEPT. HEAD
DATE: _____
1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.

Exhibit A

Library SVCS

CHANGE ORDER REQUEST FORM #1

COPY



PO Number 53726
 Vendor Baker and Taylor
 PO Amount 5,000.00
 Net Change Amount (-/+) + \$10,000.00

PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code
1	1	1	5,000.00	10,000.00 15K		

PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order

Original Requestor's Signature _____

Cancel Item Numbers _____

Reason/Justification/Special Instructions:

Encumber an additional \$10,000 from 001-460-571-6600 for Baker and Taylor PO # 53726.

Signature/Approvals

Barbara Duffler
 Department Head

7/23/10

Date

B2K
 Division Director

Date

Karen Parker
 Budget & Purchasing Dept.

7/26/10
 Date

[Signature]
 County Administrator

7-26-10
 Date