

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 53838 (Staff recommends approval).
REQUESTED ACTION: Approve change to increase total by \$5,000.00

Work Session (Report Only) **DATE OF MEETING:** 7/26/11
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$5,000.00
 Annual **FUNDING SOURCE:** General Fund
 Capital **EXPENDITURE ACCOUNT:** 001-460-571-6600
 N/A

HISTORY/FACTS/ISSUES:
Purchase Order #53838 (Midwest Tape) increase request by \$5,000.00 for Blanket Purchase Order to purchase books on tape, DVD's, and CD's for county libraries.

Exhibit A



CHANGE ORDER REQUEST FORM

PO Number 53838
 Vendor Midwest Tape
 PO Amount \$25,000.00
 Net Change Amount (-/+) +\$5,000.00

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

PLEASE ADD THE FOLLOWING ITEMS					
Item	Account	Description	Quantity	Unit Price	Amount
1	001-460-571-6600	Book, Library Materials	1	\$5,000.00	\$5,000.00

Cancel Entire Purchase Order

_____ Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions:
 An additional \$5,000.00 encumbrance is needed for Blanket Purchase Order # 53838 for Midwest Tape.

Signature/Approvals <i>Barbara Hylton</i> Department Head Date <u>6/27/11</u>	<i>Bea</i> 6-29-11 Division Director Date <u>6-29-11</u>	<i>Karen Parker</i> Financial Services Dept. Date <u>6/28/11</u>	<i>Shuell</i> Asst. County Administrator Date <u>6/29/11</u>
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PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

53838

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

DATE October 19, 2010

DEPT. Library Services

BY [Signature]

Midwest Tape
PO Box 820
Holland, OH 43528

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	180-571-8600	1	Books, Library Materials FY 10/11 Midwest Tape- Blanket Purchase Order to purchase books on tape, DVDs, and CDs for county libraries *on state contract # 715-00/07-1	25,000.00	25,000.00
TERMS:				TOTAL	\$ 25,000.00

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO: _____

AUTHORIZED BY: [Signature]

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

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.

DISTRIBUTION:

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

- BY: _____ DATE: _____
- OFFICER OR DEPT. HEAD
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.