

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Change Order Request to Purchase Order No. 54074 (Staff recommends approval).

REQUESTED ACTION: Approve change to increase total by \$398.00

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 9/27/11

Special Meeting

CONTRACT: N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

Financial Services

BUDGET IMPACT: \$398.00

Annual

Capital

N/A

FUNDING SOURCE:

General Fund

EXPENDITURE ACCOUNT:

Information Technology

HISTORY/FACTS/ISSUES:

Purchase Order #54074 (DSM Technology Consultants) increase request by \$398.00 to cover expenses through September 30, 2011.

Exhibit A

CHANGE ORDER REQUEST FORM

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



PO Number	<u>54074</u>
Vendor	<u>DSM Technology Consultants</u>
Original PO Amount	<u>154,000.00</u>
Current PO Amount (including any Change Orders)	<u>154,500.00</u>
Net Change Amount (-/+)	<u>+ 398.00</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

Cancel Entire Purchase Order

Original Requestor's Signature

Cancel Item Numbers _____

Reason/Justification/Special Instructions: Increase funds to cover the expenses through 9/30/2011. This is change order no. 2. <div style="text-align: right; color: blue; font-family: cursive;">001-415-519-3400</div>

Signature/Approvals

Department Head

Division Director

Karen Parker

Financial Services Dept.

[Signature]

County Administrator

Date

Date

9.15.11

Date

9.13.11

Date

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

54074

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

BUSHNELL, FLORIDA 33513-9402

TO

DSM Technology Consultants
6810 New Tampa Highway, Suite 600
Lakeland, FL 33815

DATE October 13, 2010

DEPT. Information Technology

BY [Signature]

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
001	415-519-3400	1	Server Hosting/General Services FY 2010-11 Open Purchase Order	154,000.00	154,000.00
TERMS:				TOTAL	154,000.00

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.