





CITY OF BEAUMONT
550 E. 6th Street
Phone (951) 572-3236
BeaumontCa.gov

PURCHASE ORDER CHANGE REQUEST

PART I. (Completed by Requesting Department)	
Requesting Department: Admin Services/PD	Vendor Name: 4953 – County of Riverside - PSEC
Purchase Order #: 24/25 1932	Is this a regulatory cost?: No
Product or Service related to this P.O: Citywide PSEC Radio Lease	

PART II. (Completed by Requesting Department)	
Original Purchase Order Amount: \$330,682	Original Account Allocation #: 100-2050-7057-0000
Amended Purchase Order Amount: \$516,320	Amended Account Allocation #: 100-2050-7057-0000 (\$498,682) 750-7000-7057-0000 (\$17,638)

PART III. (Completed by Requesting Department)	
Explanation on why the change order is occurring (What happened that is causing this change & Why is it important for the department): The current purchase order amount covers only the PD radio lease. The amended funding will be to lease radios for other city departments and transit.	
Explanation on whether the amended amount is to add additional funds to the total of P.O or for individual line items? If individual line items, please submit a new Quote/Proposal/invoice with updated pricing. The amended amount is to add an additional \$185,638.	
What was the original budgeted amount that this Purchase order was a part of? \$516,320 (PD: \$330,682 Other City Depts: \$168,000 Transit: \$17,638)	
Does the current budgeted amount cover the newly amended P.O. amount? If not, which budget will this be coming out of? Yes	
Does this PO change constitute a change in the Contract? (A change in scope of work or total contract amount etc. will constitute a change in contract/Amendment): No	
Requesting Department Head Signature: 	Date: 

PART IV. (Completed by Finance Department)		
Date received:	Input by:	Comments:

PART V. (Completed by Finance dept. and the Approver)	
Finance Department Head Signature:	Date:
Approver Signature:	Date: