

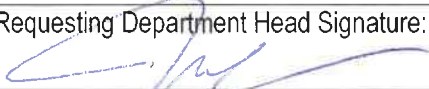


**BEAUMONT**  
 550 E. 6th Street  
 Phone (951) 572-3236  
 BeaumontCa.gov

# PURCHASE ORDER CHANGE REQUEST

<b>PART I. (Completed by Requesting Department)</b>	
Requesting Department: <b>Finance</b>	Vendor Name: <b>Hinderliter de Llamas</b>
Purchase Order #: <b>24/252164</b>	Is this a regulatory cost?: <b>no</b>
Product or Service related to this P.O.: <b>Sales tax audit</b>	

<b>PART II. (Completed by Requesting Department)</b>	
Original Purchase Order Amount: <b>\$13,519.87</b>	Original Account Allocation #: <b>100-1225-7068-0000</b>
Current Purchase Order Amount: <b>\$13,519.87</b>	Amended Account Allocation #: <b>100-1225-7068-0000</b>
Requested purchase order amount: <b>\$973,634.87</b>	

<b>PART III. (Completed by Requesting Department)</b>	
<b>Explanation on why the change order is occurring</b> (What happened that is causing this change & Why is it important for the department):	
<b>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.</b> <i>Entire PO will be increased</i>	
<b>What was the original budgeted amount that this Purchase order was a part of?</b> <i>\$25,000 (Please note this was an estimated amount at time of budget)</i>	
<b>Does the current budgeted amount cover the newly amended P.O. amount? If not, which budget will this be coming out of?</b> <i>No, that is why we are requesting a PO change. This will be followed with a budget adjustment as well.</i>	
<b>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):</b> <i>No, contract is based off of percentages of the sales tax we receive.</i>	
Requesting Department Head Signature: 	Date: <i>2/13/25</i>

<b>PART IV. (Completed by Finance Department)</b>		
Date received:	Input by:	Comments:

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