




PURCHASE ORDER CHANGE REQUEST

*ORANGE= REQUESTING DEPT.
*GREEN= FINANCE
*PURPLE= APPROVER

PART I: (Completed by Requesting Department)			
Requesting Department:	Wastewater	Vendor Name:	Synagro
Purchase Order #:	24/251889	Is this a regulatory cost?:	
Product or Service related to this P.O.:	Sludge Hauling		
Original Purchase Order Amount:	\$644,500.00	Original Account Allocation #:	
New Purchase Order Amount:	\$719,679.87(+75,179.87)	New Account Allocation #:	
Why is the change order occurring?	The total biosolid volume exceeded the Purchase Order quantity due to increased production from community growth.		
Is the new amount to add funds to the total of P.O or for individual line items?	Total of P.O.		
What was the original budgeted amount that this Purchase order was a part of?	\$644,500.00		
Does the current budgeted amount cover the newly amended P.O. amount?	Yes		
Does this PO change constitute a change in the Contract?	No		
Requesting Department Head Signature:		Date:	7/14/25
PART II. (Completed by Finance dept.)			
Date received and by:		Comments:	
Finance Department Head Signature:		Date:	
PART III. (Completed by the City Manager or City Council as the approver)			
Approver Signature:		Date:	