




PURCHASE ORDER CHANGE REQUEST

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

PART I: (Completed by Requesting Department)			
Requesting Department:	Wastewater	Vendor Name:	Tyler
Purchase Order #:	24/251981	Is this a regulatory cost?:	
Product or Service related to this P.O.:	Utility Billing Credit Card Fees		
Original Purchase Order Amount:	\$60,701.00	Original Account Allocation #:	
New Purchase Order Amount:	+\$17,201.12 (total \$77,902.12)	New Account Allocation #:	
Why is the change order occurring?	In order to pay the final invoice from Tyler for FY 24/25.		
Is the new amount to add funds to the total of P.O or for individual line items?	Yes		
What was the original budgeted amount that this Purchase order was a part of?	\$60,701.00		
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:	7/23/25
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:	