




# PURCHASE ORDER CHANGE REQUEST

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

PART I: (Completed by Requesting Department)			
Requesting Department:	Wastewater	Vendor Name:	SKM Engineering
Purchase Order #:	22/231294-R3	Is this a regulatory cost?:	
Product or Service related to this P.O.:	VFD Project ISFWW-02		
Original Purchase Order Amount:	\$2,521.90	Original Account Allocation #:	
New Purchase Order Amount:	\$17,494.16	New Account Allocation #:	
Why is the change order occurring?	To cover the invoice for VFD in the amount of \$17,990.92 out of Project ISFWW-02.		
Is the new amount to add funds to the total of P.O or for individual line items?	Add funds to the total of PO		
What was the original budgeted amount that this Purchase order was a part of?	\$2,521.90		
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:	4/8/26
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:	