

Please Fill in All Requested Information  
**EMAIL TO PROCUREMENT ANALYST IN PURCHASING SERVICES**

Change Order #:	<b>PROJECT / COMMODITY TITLE:</b>		Repair 24" forcemain		
	<b>ORIGINAL TOTAL PO AMOUNT:</b>		\$14,999.00		
	<b>COST OF CURRENT CHANGE ORDER:</b>		\$105,898.33		
	<b>UPDATED TOTAL PO AMOUNT:</b>		\$120,897.33		
<b>FROM:</b>	Utility Service Dept	<b>BUYER/BC:</b>	BC7: Stephanie	<b>DATE:</b>	6-11-20
<b>PO #:</b>	4500106371	<b>VENDOR #:</b>	Ric-Man Construction		

CHANGE the Following Items							
Item No.	From Quantity	To Quantity	Change G/L to	Change CC to	Change IO to	From Unit/Encumbered Price	To Unit/Encumbered Price
1						\$ 14,999.00	\$120,897.33

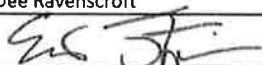

ADD the Following Items						
Item No.	Description of Comm/Services	G/L	CC	IO	Quantity	Unit Price

<b>CANCEL the Following Items</b>	
Cancel Entire Purchase Order: _____	(Requires Requestor Signature)
Cancel Item Number(s): _____	

▼ Check Each Applicable Item Below ▼		◆ Check Appropriate Action for Requisition over \$15,000◆	
<input type="checkbox"/>	If Over \$15,000 – Attach Separate Justification, if Applicable.	<input type="checkbox"/>	Permission to Purchase from GSA, State, Cooperative Bids/Contracts
<input type="checkbox"/>	If Trade-in or Replacement – List Property Record Number of Old Unit	<input type="checkbox"/>	Permission to Repair (Facilities/Equipment)
<input type="checkbox"/>	Proprietary Purchase Single Distributor, Patent Number, etc.	<input checked="" type="checkbox"/>	Sole Source/Only Known Source (Attach Documentation)
			Other (Please Describe Below)

**Detailed Description of Service/Commodity and Justification:**

See Attached Memo

<b>Requested By:</b> Dee Ravenscroft <b>Approved By:</b>  Printed Name & Signature <b>Administrative Approval:</b>  Printed Name & Signature <b>Phone Number:</b> 52089 <b>Need Change Order By:</b> _____	<b>Purchasing Use Only</b>  <b>Change Order Input</b>  <b>By:</b> _____ <b>On:</b> _____
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Invoice No.	RICFL-0233
Customer Name	Brevard County
Address	2725 Judge Fran Jamieson Way, Viera, FL 32940
ATTN:	Brian Sorensen

Date	Monday, June 08, 2020
Order No.	20-EFMR Repair of the 24" Force Main
Job Location	North Riverside Dr South of Eau Gallie

**Payment Details**

☐ Cash

☒ Check

☐ Other: \_\_\_\_\_

\_\_\_\_\_