

PURCHASE ORDER CHANGE FORM

Revised July 2017

Instructions:

1. Submit form to PDE BUDGET at: RA-pdebudget@pa.gov
2. Do not send more than one (1) PO change form per email
3. Place the PO number, subject, type and fund in the email Subject. Example: PO Change Form Liquidate 4300465587 PSU Literacy 70061
4. Complete Steps 1-6
5. Provide any notes or attachments to this form in tab below or email

Step 1: Indicate Specifics of Form (type data in cell):

	<i>Enter Data Here</i>
PO#:	4300685773
Shopping Cart #, if applicable:	
Amount of Request (populates from total below):	\$182,237.00
Bureau:	BCAI
Name of Requestor:	Donna Stewart
Phone:	717-783-2642
Date:	4/27/2021
Vendor Name:	DATA RECOGNITION CORP (DRC)

Step 2: Indicate Type of Change (place check mark beside correct selection):

	<i>Check Type of Change</i>
Liquidate PO Balance:	
Change Account Codes (as outlined below):	
Reduce PO (as outlined below):*	
Increase PO (as outlined below):*	X
Other (describe below):	

*Increases in total dollar amount on the PO is considered an amendment, and will require additional paperwork such as new statement of work, new budget breakout, OA/OIT approval, etc. Also, any increase/decrease of more than 10% on a line is considered an amendment. Please include attachments as necessary.

Step 3: List Justification/Notes for Change here. Explain briefly what you want changed on the PO and give a justification for why you want the change:

The PO4300685773 is being increased to add two additional lines of services. Dual Reporting for the 2021 PSSA and Dual Reporting for the 2021 Spring Keystone Exams to accommodate students who will be taking the exams in May. DRC's proposal is that these additional costs are incorporated as a scope change for FY20. Lines 40 and 41 will be added.

Step 4: Indicate lines affected and provide specifics:

Change From (as it appears now):

Item	Material/ Service Description	Qty	Net Price	Total	Budget Period	Coding
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
TOTAL				\$0.00		

Change To (as it should appear)

Item	Material/ Service Description	Qty	Net Price	Total	Budget Period	Coding
Line Item 40	Dual Reporting for the 2021 PSSA	2	\$69,634.50	\$139,269.00	2020	1009400000 1633301000 6343117
Line Item 41	Dual Reporting for the 2021 Spring Keystone Exams	2	\$21,484.00	\$42,968.00	2020	1009400000 1633301000 6343117
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
TOTAL				\$182,237.00		

Step 5: List amount of change:

Amount of Change (cell automatically calculates):	\$182,237.00
Note Regarding Change/Difference:	Additional services being added for testing

Step 6: Type bureau signature approval:

Bureau:	<i>Donna Stewart</i>	Date:	4/27/2021
Budget:	<i>Amy High</i>	Date:	4/28/2021