

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#:	4300696828
Shopping Cart #, if applicable:	
Amount of Request (populates from total below):	\$2,403,174.00
Bureau:	BCAI
Name of Requestor:	Donna Stewart
Phone:	717-783-2642
Date:	10/22/2021
Vendor Name:	Data Recogniton 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:

PDE has requested DRC to develop and field test newly written items for the Classroom Diagnostic Tool (CDT) to replinsh item bank. Items will be written and field tested for the content areas/grades with the highest overall usage. PDE also requested to decrease costs for the Pennsylvania System of Assessments during the 2020-21 contract year, PDE made the decision to eliminate scoring the spring 2021 open-ended (OE) field test (FT) items. DRC is proposing that the 2021 FT items are re-administered so that the statistics gathered during the subsequent administration of the items are reliable for future operational use.

Step 4: Indicate lines affected and provide specifics:

Change From (as it appears now):

To add additional lines to From and To sections, open View Tab, click on Macros, and click on Run

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 30	PSSA-Re-Administer 2021 FT Items	8	\$45,777.25	\$366,218.00	2021	1009400000 1633301000 6343117
Line Item 31	KEY-Re-Administer 2021 FT Items	8	\$24,953.50	\$199,628.00	2021	1009400000 1633301000 6343117
Line Item 32	CDT-Item Replenishment	8	\$229,666.00	\$1,837,328.00	2021	1009400000 1633301000 6343117
				\$0.00		
				\$0.00		
				\$0.00		
				\$0.00		
TOTAL				\$2,403,174.00		

Step 5: List amount of change:

Amount of Change (cell automatically calculates): \$2,403,174.00

Note Regarding Change/Difference: Additional items being added to PO due to Pandemic

Step 6: Type bureau signature approval:

Bureau:	<i>Donna Stewart</i>	Date:	<i>10/22/2021</i>
Budget:		Date:	