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):

	Enter Data Here
PO#:	4300772051
Shopping Cart #, if applicable:	
Amount of Request (populates from total below)**:**	$10,787,619.97
Bureau:	BCAI
Name of Requestor:	Donna Stewart
Phone:	717-783-2642
Date:	2/29/2024
Vendor Name:	Data Recognizaton Corporation

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

	Check Type of Change
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:

PO Change Form being submitted to encumber FY 2024 funds to cover the 90 day extension of the current PO4300772051.

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

Change To (as it should appear)

Item	Material/ Service Description	Qty	Net Price	Total	Budget Period	Coding
30	PSSA-Project Management **State**	3	$ 93,867.47	$281,602.41	2024	1009400000 1633301000 6343117
31	PSSA-Project Management **Federal**	3	$ 93,867.47	$281,602.41	2024	7051400000 1633301000 6343117 K11423140611
32	PSSA-Info Tech/Test Del System (CTBs) **State**	3	$ 28,623.61	$85,870.83	2024	1009400000 1633301000 6343117
33	PSSA-Info Tech/Test Del System (CTBs) **Federal**	3	$ 28,623.61	$85,870.83	2024	7051400000 1633301000 6343117 K11423140611
34	PSSA-Test Development **State**	3	$ 118,726.86	$356,180.58	2024	1009400000 1633301000 6343117
35	PSSA-Test Development **Federal**	3	$ 118,726.86	$356,180.58	2024	7051400000 1633301000 6343117 K11423140611
36	PSSA-Psychometrics **State**	3	$ 40,556.67	$121,670.00	2024	1009400000 1633301000 6343117
37	PSSA-Psychometrics **Federal**	3	$ 40,556.67	$121,670.00	2024	7051400000 1633301000 6343117 K11423140611
38	PSSA-Production, Manufact, Ship, Distrib **State**	3	$ 298,033.17	$894,099.50	2024	1009400000 1633301000 6343117
39	PSSA-Production, Manufact, Ship, Distrib **Federal**	3	$ 298,033.17	$894,099.50	2024	7051400000 1633301000 6343117 K11423140611
40	PSSA-Receiving, Scan, Editing & Scoring **State**	3	$ 381,198.75	$1,143,596.25	2024	1009400000 1633301000 6343117
41	PSSA-Receiving, Scan, Editing & Scoring **Federal**	3	$ 381,198.75	$1,143,596.25	2024	7051400000 1633301000 6343117 K11423140611
42	PSSA-Reporting **State**	3	$ 69,265.31	$207,795.92	2024	1009400000 1633301000 6343117
43	PSSA-Reporting **Federal**	3	$ 69,265.31	$207,795.92	2024	7051400000 1633301000 6343117 K11423140611
44	Key-Project Management **State**	3	$131,504.86	$394,514.58	2024	1009400000 1633301000 6343117
45	KEY-Info Tech/Test Del System (CTBs) **State**	3	$89,348.89	$268,046.67	2024	1009400000 1633301000 6343117
46	KEY-Test Development **State**	3	$161,133.14	$483,399.42	2024	1009400000 1633301000 6343117
47	KEY-Psychometrics **State**	3	$61,732.50	$185,197.50	2024	1009400000 1633301000 6343117
48	KEY-Production, Manufact, Ship, Distrib **State**	3	$280,309.08	$840,927.25	2024	1009400000 1633301000 6343117
49	KEY-Receiving, Scan, Editing & Scoring **State**	3	$335,703.42	$1,007,110.25	2024	1009400000 1633301000 6343117
50	KEY-Reporting **State**	3	$132,342.03	$397,026.08	2024	1009400000 1633301000 6343117
51	CDT-Project Management **State**	3	$153,861.86	$461,585.58	2024	1009400000 1633301000 6343117
52	CDT-Info Tech/Test Del System (CTBs) **State**	3	$30,107.56	$90,322.67	2024	1009400000 1633301000 6343117
53	CDT-Test Development **State**	3	$71,267.72	$213,803.17	2024	1009400000 1633301000 6343117
54	CDT-Psychometrics **State**	3	$79,004.08	$237,012.25	2024	1009400000 1633301000 6343117
55	CDT-Production, Manufact, Ship, Distrib **State**	3	$729.25	$2,187.75	2024	100940000 1633301000 6343117
56	CDT Reporting **State**	3	$8,285.28	$24,855.83	2024	100940000 1633301000 6343117
			TOTAL	$10,787,619.97		

Step 5: List amount of change:

Amount of Change (cell automatically calculates)**:**	$10,787,619.97
Note Regarding Change/Difference:	90 Day Extension

State Total	$7,696,804.48
Federal Total	$3,090,815.49
	$10,787,619.97

Step 6: Type bureau signature approval:

Bureau:	*Donna Stewart*	**Date:**	*3/4/2024*
Budget:		**Date:**	