

Hernando County Board of County Commissioners  
Change Order Request

Add Line(s)	Cancel Outstanding Balance	X	Increase/Decrease Funds
Delete Line(s)	Change Project Number		Increase/Decrease Blanket
Cancel Purchase Order	Change Account Number		Increase/Decrease Quantity

Today's Date: 05-05-2025  
PO/Contract #: 24001023  
Change Order Number: 4  
Requisition Number: 24001023  
Vendor's Name on PO: CTC DISASTER RESPONSE INC  
Department/Employee: TIA OPDYKE

Instructions: In the explanation, details of the request must be provided. All requests must include account number, line item number, project number, new purchase order total. Include details as if entering a new requisition. If change request is due to new agreements, quotes, projects, etc. necessary documents must be attached.

Explanation:

Justification: Justification: Contract #: 24-TF00708 Grant GMS #: 570  
CO #4 is to increase funds to cover outstanding and additional invoices that we receive before finalization of this purchase order.

Increase line 2 - \$50,000.00; New Line Total \$850,000.00

Old PO Total \$900,000.00 New PO Total \$950,000.00

Dept 40011 Account 5303401 Project Code PTC924 Line #2 \$50,000.00

40011-5303401 2 50000.00 PTC924

Department Approval: LILLIAN HOYT Date: 05-02-2025  
Chief Procurement Officer: Date:  
BOCC Approval Date:  
(BOCC Required per Purchasing 080E)