

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: 07-22-2025

PO/Contract #: 25000342

Change Order Number: 3

Requisition Number: 25000342

Vendor's Name on PO: JOSEPH FANNIN

Department/Employee: JENNA SWARTZMILLER

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: CONTRACT #22-T00032/TP

CO #3 IS TO INCREASE LINE NUMBER 2 TO COVER RECEIVED INVOICE AND ALLOW TO COMPLETE OTHER CASES RECEIVED FROM CITIZEN

INCREASE LINE 2 \$120,000.00; NEW LINE TOTAL \$205,000.00

OLD PO TOTAL 99,999.99 NEW PO TOTAL \$ 219,999.99

DEPARTMENT 01531-5304919

1531-5304919 2 120000.00

Impact: N/A

Background:N/A

Department Approval:JAMES TERRY

Date:07-22-2025

Chief Procurement Officer:

Date:

BOCC Approval Date:

(BOCC Required per Purchasing 080E)