

# Hernando County Board of County Commissioners

## Change Order Request

<input type="checkbox"/> Add Line(s)	<input type="checkbox"/> Cancel Outstanding Balance	<input checked="" type="checkbox"/> X	Increase/Decrease Funds
<input type="checkbox"/> Delete Line(s)	<input type="checkbox"/> Change Project Number	<input type="checkbox"/>	Increase/Decrease Blanket
<input type="checkbox"/> Cancel Purchase Order	<input type="checkbox"/> Change Account Number	<input type="checkbox"/>	Increase/Decrease Quantity

**Today's Date:** 01-02-2026

**PO/Contract #:** 26000271

**Change Order Number:** 2

**Requisition Number:** RQ260381

**Vendor's Name on PO:** DESIGNLAB INC

**Department/Employee:** MALINDA DEJESUS

**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 #: 26-P0268

CO # 2 is to increase orders for uniform requirements.

Increase Line 2 \$ 110,000.00; New Line Total \$ 137,500.00

Old PO Total \$ 40,000.00 New PO Total \$ 150,000.00

Dept 02261 Account 5305205 Line # 2 \$ 55,000.00

Dept 02491 Account 5305205 Line # 2 \$ 55,000.00

2261-5305205 2 55000.00

2491-5305205 2 55000.00

**Department Approval:** LOUISE GALAJDA **Date:** 12-31-2025

**Chief Procurement Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BOCC Approval Date:** \_\_\_\_\_

(BOCC Required per Purchasing 080E)

Revised May, 2012