

DeKalb County  
Department of Purchasing and Contracting  
Change Order Request Form

<b>User Department: Finance</b>	<b>From: Purchasing &amp; Contracting</b>	
<b>CPA No.: 1236388</b>	<b>Title: Retail Lockbox Services</b>	
<b>Effective Date: June 1, 2022</b>	<b>Expiration Date: December 31, 2025</b>	
<b>Contract APPROVED Amount: \$600,000.00</b>	<b>Number of Change Orders to Date: 4</b>	
<b>Contractor(s)</b>	<b>Contract No.</b>	<b>Agrees to Extend</b>
<b>DELUXE CORPORATION dba REMITCO, LLC</b>	<b>1236388</b>	<b>Yes</b>

**User Department Recommendation:** Renew ☐ Bid ☐ Increase ☐ Decrease ☐

Funding for Renewal Term: **\$96,200**

(Unused funds do not roll over to the next term. Provide the amount of funding necessary for the renewal term.)

Funding: General ☐ Enterprise ☐ 3 Digit Fund Code **511** SPLOST ☐ Category \_\_\_\_\_  
CIP Line Item No. (if applicable): \_\_\_\_\_

**Justification:**

Wells Fargo, the County's bank no longer provides retail lockbox (check Processing) services. As a result of this, the bank exercised its rights, under, under Section 19 of the "Retail Image Lockbox Service Description" provision of the contract, to assign these services to a third party. Said third party is REMITCO (dba Deluxe), our current provider.

Finance requests that the lockbox services provided by REMITCO be extended until December 31, 2026.

  
**Department Director Signature**

**11/21/25**  
**Date**

**For Use by Purchasing and Contracting:**

Approve ☒

Deny ☐

**Additional Comments:**

**Willie Moon** Digitally signed by Willie Moon  
Date: 2025.12.11 13:23:28 -05'00'

**12/11/25**

**Purchasing and Contracting Signature**

**Date**