



Department of Purchasing and Contracting
Change Order Request Form

User Department: Sanitation

From: Tracy A. Hutchinson

CPA No.: 1324307

Title: Rental of Various Heavy Equipment

Effective Date: 4/22/23

Expiration Date: 4/30/26

Contract APPROVED Amount: \$120,000.00

Contractor(s)	Contract No.	Amount Spent	
H.E. Equipment	1324307	\$30,000.00	N/A

Total Amount Spent to Date: \$30,000.00

User Department Recommendation:

Renew

Bid

Justification:

Sanitation request a transfer of \$30,000.00 from Herc Rental, CPA 1324314 to H.E. Equipment, CPA 1324307 to pay for equipment rental, skid steers for curb bumping operations.


Department Director Signature


Date

Funding: General Enterprise 3 Digit Fund Code _____

CIP Line Item No. (if applicable): _____

For Use by Purchasing and Contracting:

Approve

Deny

Additional Comments:

Purchasing and Contracting Signature

Date