



**DeKalb County
Department of Purchasing and Contracting
Change Order Request Form**

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Emergency Purchase: Poll Pads	Title: KnowInk Poll Pads
Effective Date: January 22, 2024	Expiration Date: March 1, 2025
Contract APPROVED Amount: \$98,000.00	Number of Change Orders to Date: 0


Contractor(s)	Contract No.	Agrees to Extend
KNOWiNK	1361755	Yes

User Department Recommendation: Renew Bid Increase Decrease

Funding for Renewal Term: _____
(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 _____ SPLOST Category _____
CIP Line Item No. (if applicable): _____

Justification:



Department Director Signature

Date

For Use by Purchasing and Contracting: Approve Deny

Additional Comments:

Purchasing and Contracting Signature

Date