



DeKalb County
Department of Purchasing and Contracting
Change Order Request Form

User Department: Voter Registration & Elections	From: Purchasing and Contracting Department
Emergency Purchase	Title: Apparel and Election-Related Materials
Effective Date: November 25, 2024	Expiration Date: March 1, 2025
Contract APPROVED Amount: \$40,000.00	Number of Change Orders to Date: 0

Contractor(s)	Contract No.	Agrees to Extend
HALO BRANDED SOLUTIONS , NC.		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