

PURCHASE ORDER INCREASE COUNTY OF HIDALGO

Department: Pct. #4
 Contact Name: Veronica L. Davis
 Telephone # (956)383-3112 Ext. 4019

Purchase Order Number: 688820
 Increase # 1 for this Purchase Order
 Procurement Method:

TO: Vendor Number: 280046
 Vendor Name: L&G Consulting Engineers, Inc.
 Address: 2100 W. Expressway 83
Mercedes, TX 78570

- Contract # C-12-126-10-16
- Cooperative Awarded Vendor
(TBPC State Award, TCPN, TASB-Buyboard)
- Quotes over \$1,000.00 (verbal quotes)
- Quotes over \$5,000.00
(attach written quotes)

Increase Purchase Order for the following items:

Quantity	UOM	Description	Unit Price	Amount
		<i>Amount of Original Purchase Order</i>		\$ 373,777.76
1		SA #1 to WA #1		\$46,200.00
		<i>Amount of Increase Request</i>		\$46,200.00
		TOTAL AMOUNT		\$419,977.76

Account Number: 5-1303-431-00-124-030-0-710

Reason: PO increase needed to fund SA #1 to WA #1 (CC 02/04/15).

Authorization: _____
Department Head

 Date

Reviewed by: _____
Purchasing Department

 Date

Approved By: _____
Purchasing Agent

 Date

Approved By: _____

MEMORANDUM

IMMEDIATE REVIEW REQUIRED AND ACKNOWLEDGEMENT

TO: ALL ELECTED OFFICIALS/DEPARTMENT HEADS

FROM: LAURA RENTERIA-MOYA, PURCHASE ORDER ADMINISTRATOR

DATE: August 22, 2006

SUBJECT: PURCHASE ORDER INCREASES

The attached form is to be utilized immediately for all purchase order increases. The form must be fully completed by the requesting department and reviewed by purchasing before an increase is approved. **A purchase order increase is not an alternative for those items being purchased without a properly executed purchase order.**

There are exceptions to the aforementioned procedures which include;

- (a) items on contract and/or awarded through a cooperative program,
- (b) Shipping & Handling that was not included in the purchase order and
- (c) Other items that may be taken into consideration but will be handled on a case by case basis are on going work.

You must list only items that are related to the original purchase order, fall under the same object code, original purchase order must not be closed out and justify the increase for the purchase. Purchasing will review for funding available and verify the items do relate to the original purchase order.

NOTE:

Should the total cost of the purchase order exceed \$1,000.00, quotes will be requested for the additional items and items over \$5,000.00 will require written quotes be attached as back-up to the purchase order increase unless you are utilizing an awarded vendor on contract or through a cooperative program (TCPC, TCPN, TASB Buyboard)

PLEASE RETURN WITH SIGNATURE BY AN AUTHORIZED PERSON VIA FACISMILIE AT (956) 318-2629 NO LATER THAN SEPTEMBER 1, 2006.

Authorized Signature

Date

Print Name/Title

Department