



CITY OF RIALTO

PURCHASING
150 SO. PALM AVENUE
RIALTO, CA 92376
(909) 820-2539
(909) 820-2600 Fax
procurement@rialtoca.gov

Change Order

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VENDOR: 08515
APPLE ONE EMPLOYMENT SERVICE:
PO BOX 29048
GLENDALE, CA 91209-9048

DATE	PO NUMBER
7/5/2018	2019-0475

PURCHASE ORDER # MUST APPEAR ON ALL PACKING
SLIPS AND INVOICED IN DUPLICATE

SHIP TO: DEVELOPMENT SERVICES
CITY OF RIALTO
150 S. PALM AVENUE
RIALTO, CA 92376

FOB Point:
Terms: net 30 days
Req. Del. Date:
Special Inst:

Req. No.: 026761
Dept.: DEVELOPMENT SERVICES
Contact: MENDEZ, RINDY
Confirming? No

Bill TO: THE CITY OF RIALTO
ATTENTION: ACCOUNTS PAYABLE
150 SO. PALM AVENUE
RIALTO, CA 92376
(909) 820-2545

Quantity	Unit	Description	Unit Price	Ext. Price
		THIS IS A REVISED PURCHASE ORDER BLANKET PURCHASE ORDER FOR TEMPORARY STAFF/CLERICAL ASSISTANT FOR DEVELOPMENT SERVICES FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2019.		80,000.00
		EQUIPMENT, POWER TOOLS AND FURNITURE PURCHASES ARE NOT PERMITTED ON THIS PURCHASE ORDER WITHOUT PRIOR APPROVAL FROM THE CITY PURCHASING MANAGER OR THEIR DESIGNATED REPRESENTATIVE.		
		PACKING SLIPS MUST SHOW EMPLOYEE NAME, DEPARTMENT AND LEGIBLE SIGNATURE FOR THE CITY TO BE RESPONSIBLE FOR PAYMENT. PAYMENTS WILL BE MADE ON A MONTHLY BASIS; MONTHLY STATEMENTS ARE REQUIRED.		
		POCN #1 8/20/18 LC- INCREASE PO BY \$65,000 FOR ADDITIONAL SERVICES REQUIRED AND AS APPROVED BY CITY COUNCIL ON AUGUST 14, 2018, TAB 15.		
			SUBTOTAL	80,000.00
			TAX	0.00
			FREIGHT	0.00
			TOTAL	80,000.00

Project Number	Account Number	Amount	Project Number	Account Number	Amount
	E 010-500-4261-2011	80,000.00			

The above articles and/or services have been received in the
Quantity and quality as ordered except as noted herein.

In accepting this order, seller agrees to furnish the goods
specified in full accordance with all conditions stated on face
and any other page made a part of this order or revision herein

Date

Dept. Head

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Purchasing Manager



Purchase Order Change Notice Request Form

Date 08/15/18
Requestor Robb Steel
Vendor Name Appleone
Original PO Amount \$ 15,000.00

PO # 2019-0475
Department Development Services
Change Order No. 1
Revised PO Amount \$ 80,000.00

Summary of Action Requested:

- ☒ Increase **or** ☐ Decrease above reference PO in the amount of \$ 65000
☐ Cancel Purchase Order in its entirety
☐ Change in item description/ item number/ quantity (***MUST BE SPECIFIC**)
☐ Change in GL Account From: _____ to _____
Line item(s) affected by change: _____

*Explain Reason for Change:

Blanket purchase order for Temporary staff/clerical
assistant for development services for FY18/19. POCN #1
(18-609) approved by City Council 8/14/15

ACCT# 010.500.4261.2011

3

*Sent to purchasing
\$2018.*

Approved/Authorized By:


Department Head/Authorized Representative

Purchasing Manager

Chief Financial Officer

City Administrator



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		PAYMENTS WILL BE MADE ON A MONTHLY BASIS; MONTHLY STATEMENTS ARE REQUIRED.		
		TOTAL PURCHASE ORDER NOT TO EXCEED \$15,000 WITHOUT CITY COUNCIL APPROVAL.		

SUBTOTAL	15,000.00
TAX	0.00
FREIGHT	0.00
TOTAL	15,000.00

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Purchasing Manager