

PO Change Orders Report -- Meeting of Board of Trustees May 8, 2025

Vendor Name	Purchase Order (PO) #	PO Previous Total	PO Increase Amount	PO New Total	Reason for Change Order	Department Head Approval	Date Entered
Amazon Capital Services	520464	\$2,356.99	\$320.00	\$2,676.99	To purchase additional supplies.	Meghan Jinguji	4/18/2025
TriMark USA, Inc	520497	\$247,308.62	\$629.74	\$247,938.36	Add sales tax to freight (shipping and handling) charges per vendor.	Deborah Austin	4/17/2025
WorldStrides	520467	\$14,077.13	\$1,300.00	\$15,377.13	Adjustment for estimates of students attending and meals needed for the 8th grade trip to Great America.	Sebastian Benavidez III	4/23/2025
Los Altos School District	510153	\$66,587.28	\$5,778.48	\$72,365.48	The contract with Los Altos School District for a DHH Special Education Teacher quoted an estimated cost for the 24/25 school year. The actual cost came in at a higher rate.	Frank Selvaggio	4/24/25
Office Depot	510219	\$2,000.00	\$2,200.00	\$4,200.00	Request to add funds to the office depot account for Theuerkauf.	Margaret Poor	4/24/25
Five Star	510111	\$20,000.00	\$5,000.00	\$25,000.00	Additional funds requested for repairs	Deborah Austin	4/28/25
Oliver Packaging and Equipment	510113	\$22,000.00	\$5,000.00	\$27,000.00	Additional funds requested for supplies	Deborah Austin	4/28/25
Home Depot Supply (HD Supply)	510087	\$75,000.00	\$37,500.00	\$112,500.00	MOT requests additional funds for custodial supplies	Dalewyn Spinks	4/29/25
Amazon Capital Services	510181	\$6,000.00	\$2,000.00	\$8,000.00	Purchasing classroom/student school supplies for Imai	Arline Siam	4/29/25
Office Depot	510182	\$6,000.00	\$1,500.00	\$7,500.00	Purchasing classroom/student school supplies for Imai	Arline Siam	4/30/25