

DOUGLAS COUNTY, COLORADO REQUEST FOR PURCHASE ORDER CHANGE

PO NUMBER ~ 2025064

VENDOR NAME ~ RUNBECK ELECTION SERVICES INC

PO BALANCE ~ 16326.19

****ENTER DOLLARS AND CENTS****

G/L ACCOUNT # BUSINESS UNIT/OBJECT	LINE TYPE	ORIGINAL PO AMOUNT	NET \$\$ OF PREVIOUS CHANGE ORDERS	INCREASE (DECREASE)	TOTAL PO AMOUNT
12500.440100		\$550,000.00	\$0.00	\$193,000.00	\$743,000.00

TOTALS

\$193,000.00

CHECK HERE
MEETING DATE
11/18/2025

**CHANGE ORDER REQUIRES FURTHER DISCUSSION & SIGNATURES AND IS THEREFORE
ON THE BOCC STAFF MEETING AGENDA, AS SPECIFIED ABOVE**

DIVISION:	Clerk and Recorder - Elections	REQUESTED BY:	Jack Twite Jr
REASON FOR CHANGE:	Replenishing PO due to funds spent on June Special Election.		
DIVISION/DEPARTMENT APPROVAL SIGNATURE:	_____	DATE:	_____

NOTE #1: REQUIRES APPROVAL OF THE COUNTY MANAGER

- a) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$25,000 or more, or;
- b) When this change order increases the total amount of the purchase order and the amount of the original purchase order was issued for \$100,000 or more (and approved by two (2) Commissioners at an official business meeting).

NOTE #2: REQUIRES APPROVAL OF THE COUNTY MANAGER AND TWO (2) COUNTY COMMISSIONERS

- a) If this change order is in the amount of \$100,000 or more, or;
- b) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$100,000 or more.

COUNTY MANAGER:	_____	DATE:	_____
COUNTY COMMISSIONER:	_____	DATE:	_____
COUNTY COMMISSIONER:	_____	DATE:	_____

PURCHASING REVIEW:	_____	DATE:	_____
BUDGET REVIEW:	_____	DATE:	_____
ENTERED BY:	_____	DATE:	_____