APPENDIX A -- CHANGE ORDER / ROUTING FORM

Change Order/Routing Form

This form should be used for any changes to an existing Purchase Order or to route attachments to the Purchasing Department.

Changes to existing Purchase Orders: Please type existing Purchase Order # in the upper right hand corner and then complete this form including approvals and detailed change information.

Attachments: Please type electronic requisition number given by Colleague in the upper right hand corner. Be sure to type "BTF" (Backup to follow) in the "Comment" field of the electronic requisition. Please staple attachment to this form and forward it to Purchasing. No approvals are required.

Date: 1/14/2016

Vendor Name: **Dell Computer Corporation**

Vendor #: 6393  Phone #:

Fax #:

Department/Division Name: Library & Learning Resources

Requester: Kimberly Schrader  Ext: 6235

Account No: 12-3830-1655-612000-56400

<table>
<thead>
<tr>
<th>Qty</th>
<th>UI</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ea</td>
<td>Optiplex 7440 All-in-one Computer</td>
<td>$ 1,087.03</td>
<td>$ 1,087.03</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Environmental Disposal Fee</td>
<td>$ 4.00</td>
<td>$ 4.00</td>
</tr>
<tr>
<td>1</td>
<td>ea</td>
<td>Optiplex 5040 MT Computer</td>
<td>$ 776.17</td>
<td>$ 776.17</td>
</tr>
</tbody>
</table>

Total: $1,964.59

For Purchasing,
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**Date:** 5/7/2015

**Vender Name:** Dell Computer Corporation

**Vendor #:** 6393  **Phone #:**

**Fax #:**

**Department/Division Name:** Library & Learning Center

**Requestor:** Kimberly Schrader  **Ext:** 6235

**Account No:** 11-0000-1655-612000-56400

<table>
<thead>
<tr>
<th>Qty</th>
<th>U/I</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>ea</td>
<td>Optiplex 9020 MT BTX computers w/ 24&quot; monitors, keyboard, mouse and speakers</td>
<td>$ 1,041.17</td>
<td>$ 3,123.51</td>
</tr>
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<td>4</td>
<td>ea</td>
<td>Optiplex 9020 MT BTX computers w/ 22&quot; monitors, keyboard, mouse and speakers</td>
<td>$ 983.74</td>
<td>$ 3,934.96</td>
</tr>
</tbody>
</table>

**Total:** $ 7,531.78

For Purchasing Use Only—Date Received