From: Pattie Grela
To: Aaron Trapp; Adriana Mireles; Aimee Autolino; Althea Kardos; Amanda Ficken; Andrea Gonzales; Andrea Whelan; Angela Foreman; Anita Lee; Ann Cavaliere; AnnaLiza Soriano; Annette Frazier; Aracely Bautista; Barbara Ring; Benny Davila; Betty McGee; Bobbi Aumand; Bonnie Swingle; Brenda Leverette; Brenda Slaughter; Brendell Franklin; Cam Nghiem; Carlota Vidrio; Carmeter Lard; Carol Rohe; Carol Spencer; Cecilia Cheung; Chantaya Robinson; Charlotta Robertson; Chris Striebich; Christine Martin; Curt Nimori; Cynthia Hess; Deborah Arnold; Debra Picou; Debra Reed; Dennis Curry; Diane Vallas; Dianne Buchanan; Diep Vu; Earline Barrett; Edward Sebring; Elaine Vega; Farideh Farheidar; Frank Horvath; Gabe Bakit; Gabriela Alvarez; Gary Bang; Gary Van Beenen; Giovanni Garcia; Glenn Magpuri; Greg Newhouse; Gwendolynn Roberts; Hermann Kuebitz; Ida Stark; Irene Mello; Irene Samuels; Jackie Biser; James MacLeod; Jean Kowalczyk; Jeff Mills; Jennifer Ignacio; Jennifer Nickles; Joy G. Alvarez; Juliet Benjamin; Karen King; Karen Rice; Kathleen Rubano; Kelly Rosas; Kim McAdams; Laura Stark; Laurie VanHouten; Lelia Wood; Lily Mino; Linda Custer; Liwen Huang; Lupie Martinez; Lydia Simmons; Lynn Dang; Majeda Nasrawi; Marco Chavez; Margaret Lamb; Marie Seymour; Mariel Salamat; Marilyn D. Anderson; Marita Leon; Marta Binkerd; Martha Strong; Mary Granderson; Mary Kingsley; Mary LeDuc; Mary Lee; Mary Patterson; Matt Fay; Michael McLaren; Michele Madrid; Nancy Johnson; Nancy Lim; Nataliya Volodarskaya; Nazhat Yousif; Neil Allen; Pat Fernandez; Pat Macias; Patrick Breen; Pattie Grela; Patton Alberti; Patty Banda; Rashmi Kamath; Renee Darden; Robin Martindill; Robyn Taylor; Rommel Ladringan; Rowena Rodriguez; Roxann Solis; Roy Givon; Ruth San Filippo; Salah Alenazi; Sara Tovar; Shannon DiMartino; Shannon Nasca; Shirin Mohseni; Temmy Najimy; Terry Davis; Vince Margetta; Virginia Hagerty; Yezabenesh Bayisa; Yolanda Castillejos;
cc: Edward Cook; Vanessa White; Bernard Sena; Peter Hester; Jenny Russo; Judith Griffin; Arsenia Tantoco; Ann Cavaliere; Albert Segovia; Gary Van Beenen;
Subject: New Change Order Request Form
Date: Thursday, July 10, 2008 4:17:17 PM

Subject: NEW CHANGE ORDER REQUEST FORM

To All Initiators:

Purchasing has implemented a new Change Order Request Form. The new form is formatted in Excel and has built-in formulas that automatically

calculate totals. The new form replaces the one previously formatted in Microsoft Word. The form can be downloaded from our website at: http://bussrv.sdccd.edu/purchasing/assets/Forms.htm

The new form is the first phase in an automated change order process. In the future, this form will be tied to the Colleague system and will populate some of the fields based on real time data. The form will link to existing fields in Colleague and will perform the changes automatically.

P.S. If you believe this message was sent to you in error, please email me back stating so.

It is our intent to use this distribution list to transmit information and updates related to the Procurement module of SDCCD's Colleague Financial system, as well as the general purchasing of goods and services. These notices are directed to Initiators, Approvers, and/or Receivers and will be issued from time to time. We invite you to peruse our website http://bussrv.sdccd.edu/purchasing/ which has information for employees and vendors.