Department Head Approval *:	Executive Director Approval *:

* Above signatures reflect approval of the department's spreadsheet. Exceptions are to be noted individually in the spreadsheet.

Department	FIN
Fund	(All)
Doc Type	PORD

Open Purchase Orders

Last refreshed: 1/12/2017

Sum of Amount			Mark with 'X'					
PO Number	Item Text	Fiscal Year 2016	Carry Forward	Dec. & Close / Release	Criminal Code	Justification	Dept. Head Approval (Y or N)	ED Approval (Y or N)
0003079517	LineItem# 00003 : Court Reporting (FIN-2016)	$538.35		X	3 - Best Interest of the District	Actual services less than expected.	Y	
0003087949	LineItem# 00001 : State of IL Office Supplies - 2016	$6.51		X	3 - Best Interest of the District	Actual services less than expected.	Y	
0003090975	LineItem# 00001 : Readsoft Upgrade	$11,875.00		X	3 - Best Interest of the District	Project completed with savings to the District.	Y	
0003091938	LineItem# 00001 : Auditing Services - 2016	$17,240.00	X		3 - Best Interest of the District	Project will be completed in 2017.	Y	
Grand Total		$29,659.86						

INTEROFFICE MEMORANDUM

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

DEPARTMENT: Finance **DATE**: January 23, 2017

TO: Darlene LoCascio, Director of Procurement and Materials Management

FROM: Jacqueline Torres, Clerk/Director of Finance

SUBJECT: Finance Change Orders

Attached is the approved change order request for the Finance Department. Please note that I manually adjusted the amounts on the spreadsheet, since I could not edit the dollar amounts in the excel spreadsheet.

JT:ra
Attachment