



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: May 7, 2026

MinuteTraq (IQM2) ID #: _____

Purchase Order #: 924001/6848-1	Original Purchase Order Date: Jan 10, 2024	Change Order #: 5	Department: ETSB
Vendor Name: Voiance Language Services		Vendor #: 20971	Dept Contact: Eve Kraus

Background and/or Reason for Change Order Request: Change Order #5 for Voiance Language Services PO 924001/6848-1 is needed to decrease the encumbrance and close out the contract in the County Finance software. No future invoices will be applied towards this contract.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting contract value	\$67,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$67,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$10,163.15)
E	New contract amount (C + D)	\$56,836.85
F	Percent of current contract value this Change Order represents (D / C)	-15.17%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.17%

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days) contract expiration from: _____ to: _____
- Increase \geq \$2,500.00, or \geq 10%, of current contract amount Funding Source _____
- OTHER - explain below:

ek	630-550-7743	May 7, 2026	LMZ	630-878-2509	May 7, 2026
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date

REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date