

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:3.14
Subject: Contract Amendment/Modification	

If additional services are required to be performed by the Contractor, a request to issue an amendment/modification must be sent to the Purchasing Department on a purchase requisition form. The requisition should include the name of the Contractor, the existing Purchase Order Number, and the necessary information required to prepare the amendment/modification, i.e., extending time, adding cost, amending existing budgets, etc.

When making a change to a State Standard Contract Form after the contract has been completed, signed, and processed through the system with the purchase order, a written addendum to the contract will be required. Please use the State Contract Amendment Form.

(1) HOW DO YOU MAKE A CHANGE TO A CONTRACT FOR SERVICE (INCLUDING, BUT NOT NECESSARILY LIMITED TO, MODIFICATIONS TO THE DATES OF SERVICE OR COMPENSATION):

- a) Complete a state contract amendment form, obtain the necessary signatures, and forward to Purchasing with a Purchase Requisition signed by the individual exercising budgetary control.