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.