

Change Request No. \_\_\_\_\_

Contractor/Vendor \_\_\_\_\_ Date \_\_\_\_\_

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Purchase Order - PeopleSoft # \_\_\_\_\_

Contract - PeopleSoft # \_\_\_\_\_ Contract # \_\_\_\_\_

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**1. Description of Proposed Change:**

What is the additional Service

**2. Cost:**

The amount of this Agreement is increased by \_\_\_\_\_, to a total obligation of \$ \_\_\_\_\_.

**3. Necessity For Proposed Change:**

Project requires – Why was it needed ..

**4. Funding:**

Chart field String: _____
Amount: _____

5. *There are sufficient funds within this project for this Service Agreement Amendment.*

Department (responsible for budget): \_\_\_\_\_ Date: \_\_\_\_\_

**6. APPROVAL:**

*Approval is granted to prepare a change to the original order.*

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name, Title (University Department Approving Official)