|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Requester: | Required | Phone: | Required | REQ/PO #: | Optional | Date: | Required |
| Approved by: | Required if applicable |  |  | Date: |  |
|  | Dean (if applicable) |  | Signature |  |  |
| Approved by: |  | Date: |  |  |  | Date: |  |
|  | Director Signature (if applicable) |  |  | PM Signature (if applicable) |  |  |
| Approved by: | Required |  |  | Date: |  |
|  | Executive Director/Vice President/President |  | Signature |  |  |

 ITS Related? [ ]  Yes [ ]  No F&M Related? [ ]  Yes [ ]  No If “Yes”, please obtain ITS and/or F&M approval of RFC:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Approved by: |  |  |  | Date: |  |
|  | Name of Executive Director |  | Signature |  |  |
| **LIVESCAN**(Complete this section ONLY if there is a change in SOW)Contractor interacting with Students? [ ] Yes [ ] No – If Yes: [ ] Unsupervised [ ] Supervised (Allow 30 days from DOJ submittal) |
| If interaction w/Students, Exec Dir/VP/President completes the following: Initials |  | Livescan: [ ] Yes [ ] No |

|  |
| --- |
| **AGREEMENT/AMENDMENT DETAILS** |
| Contractor Legal Name(see W-9): | Required |  |
| Current Contract Start Date: | Required |  | End Date: | Required |  |  |
| **To be Amended** (check all that apply and attach documents if applicable): |
| [ ]  Change to Contract Period:  | Start Date: | Required if changing  |  | End Date: | Required if changing |  |
| [ ]  Change to Price or Payment information – Attach current Scope of Work (SOW) with redlining. |
| [ ]  Change to SOW (Responsibilities) – Attach current Scope of Work (SOW) with redlining. |
| [ ]  Name Change – Attach current calendar year W-9 |
| [ ]  Change to Agreement Terms & Conditions – Contact your buyer prior to submitting the RFC Amendment. |
| [ ]  Other Change – Contact you buyer prior to submitting the RFC Amendment |
| Provide Description |

**INCLUDE THE FOLLOWING ATTACHMENTS:**

|  |
| --- |
| [ ]  Copy of Fully-Executed Agreement needing to be Renewed/Amended |
| [ ]  Additional Two Quotes if NTE amount increased to $5K or greater (see REQ Checklist for requirements)[ ]  Attachments (Proposal) (if any) |

Updated: 2-26-2019