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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:

|  |  |  |  |  |  |  |  |  |
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| 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 | | | | |

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| **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