Contract Amendment Details

Account coding provides clear direction to accounting staff as to which specific sources of revenues or expenditure accounts are to be modified by a board action request (BAR).

Amendment Number* _____

Contract Number* _____

Contractor/Supplier* _____

Supplier ID _____

Begin Date*_____ Original End Date*_____

Amended End date*_____

Fund*   _____

Account*   _____

DeptID*   _____

Project Number   _____

	Expenditure	**Receivables**
Amendment Amount*	_____	_____
Amended Not to Exceed*	_____	_____

Funding Source _____

Funds Included in Budget   *Yes*   *No*

* Mandatory fields: Amendment Number, Contract Number, Contractor/Supplier, all date fields, Fund, Account, Dept ID, Amendment Amount, and Amended Not to Exceed

Intended use—communicate budget information relative to a specific board action request by uploading as an attachment under 'Attachments' tab in NovusAgenda