

Contract Amendment Worksheet

Check off each item, as it is completed and/or added to the contract package. See preceding Contract Manual page for details for the items listed.

- 1 - Std. 215, “Agreement Summary”** – Completed form. Include justification for multi-year contract, if applicable.
- 1 - Board Resolution or Delegation of Authority**
- Contract Form**
 - 3 – Std. 213A Amendment forms**, if amending a Standard Agreement.
- or**
 - 3 – Letterhead document for Rental Agreement Amendment**
 - Amendment correctly numbered.
 - Detailed description of changes.
 - Correct amendment effective date language.
 - Following language included in the amendment ““Except as herein amended, all other terms and conditions remain as previously agreed upon.”
- Copy of original contract with F&E approval stamp and signature and any previous amendments with F&E approval stamp and signature.

Note: If the original contract did not need approval from F&E, but the amendment increases the dollar amount of the contract over \$75,000 then the entire original contract package must be submitted to F&E for approval, along with the amendment(s) for approval.