

(01/2005)

Instructions for Preparation of University of Hawai'i
Notice of Amendment to Sole Source Contract

1. Date Notice Posted - Date will be determined by OPRPM.
2. Purchase Order No./Contract No. - Number of original purchase order or contract that is to be changed.
3. Item(s) purchased - Generic name of item(s) or services purchased under purchase order/contract; e.g., computer equipment, computer hardware, scientific equipment, elevator maintenance.
4. Description of proposed amendment - If change affects quantity, indicate the change in the number or amount required. If change affects the type of items or nature of services, indicate description of the new item or revised services required. If space provided in Description is insufficient, attach additional pages.
5. Party to be awarded: Name, address, and zip code of selected supplier.
6. Date Amendment to be issued - Date will be determined by OPRPM.
7. Procurement Specialist - Assigned by OPRPM.