

**REQUEST FOR AMENDMENT TO EXEMPTION FROM CHAPTER 103D, HRS, CONTRACT**

TO: OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT

FROM: \_\_\_\_\_  
(Department/Program)

Pursuant to APM Section A8.220, the Department requests an amendment to a contract issued under a previously approved procurement exemption.

Purchase Order No./Contract No. \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Description of goods, services, or construction:

Original Contract Price: \$ \_\_\_\_\_ Amended Contract Price: \$ \_\_\_\_\_

(1) The scope of work for the contract will be revised as follows:

(Attach Additional Sheets if Necessary)

(2) Explanation of the reasons that the amendment is necessary:

[Empty box for explanation of reasons]

Direct questions to: \_\_\_\_\_ Phone: \_\_\_\_\_

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

\_\_\_\_\_  
Full Name of Principal Investigator, Department Head, or Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Fiscal Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Full Name of Vice President or Chancellor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OPRPM USE ONLY**

OPRPM COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ APPROVED      \_\_\_\_\_ DENIED

\_\_\_\_\_  
PRESIDENT, UNIVERSITY OF HAWAI'I

\_\_\_\_\_  
DATE