

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 HAWAII

DATE