



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 5.11 - Amendments to a Contract for Services

1. **Requesting Amendments to a Contract for Services:** In order to change or otherwise alter any part of a signed University Contract for Services an authorized Contract Amendment approved by Procurement and signed by the Vendor and an Authorized Signatory on behalf of the University is required. Amendments are generally used to extend the date of a contract or increase/decrease the funding for the contract however from time to time other changes such as a change in scope of services may be requested. To request a Contract Amendment the Responsible University Official should:
 - a. **To Extend the Date of a Contract:** Complete the Amendment Form to Extend the Date of a Contract and email it to procurement accompanied by a description of why the extension is required/being requested.
 - b. **To Increase the Funding for a Contract:** Complete the Amendment Form to Increase the Funding for a Contract and email it to procurement accompanied by a description of why the extension is required/being requested.
 - c. **To Extend the Date of a Contract & Increase the Funding:** Complete the Amendment Form to Extend the Date of a Contract and Increase the Funding and email it to procurement accompanied by a description of why the extension is required/being requested.

*Forms are available on the Procurement Webpage located at