

**REQUEST FOR AMENDMENT REGARDING EXEMPTION FROM STANDARD METHODS
OF SOURCE SELECTION**

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 or purchase order issued under a previously approved procurement exemption.

Purchase Order No./Contract No. _____

Name of Contractor: _____

Description of goods, services, or construction:

Original Purchase Price: \$ _____ Amended Purchase Price: \$ _____

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

(Attach Additional Sheets if Necessary)

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

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

VICE PRESIDENT FOR BUDGET AND FINANCE/CHIEF FINANCIAL OFFICER, UNIVERSITY OF HAWAII

DATE