**Amendment Request Form**

[For Internal Use Only]

This form is to be used when requesting an amendment to an **existing agreement**.

**Step 1. Complete existing agreement information below:**

Department/TrAC Name:

District Staff Member Name Completing this Form:

SJDC Contract/Purchase Order Number:

District Amendment - *Definition: Amendments that are developed by San Joaquin Delta College. The District has an amendment template available for use located at* [*https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office*](https://www.deltacollege.edu/campus-offices/administrative-services/purchasing/contracts-office)*. Confirm with your Department/TrAC manager if the available template meets your needs.*

Non-District Amendment - *Definition: Agreements that are developed by the Service Provider. Administration mandates legal review on all Non-District Agreements.*

It is the responsibility of the Departments/TrAC offices to ensure the changes to the agreement are clearly identified. Check the boxes below to confirm the following has been identified in the amendment. Leave unchecked if not applicable.

Change in scope

Change in price

Change in term

Service Provider Name:

Service Provider Email:

Service Provider Phone Number:

Manager Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area Vice President Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area Vice President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2. Submit amendment to Purchasing for processing**

Submit this completed Amendment Form and Unsigned Amendment documents via **DocuSign** to [contracts@deltacollege.edu](mailto:contracts@deltacollege.edu). The Contracts Office will route the amendment for final signatures.