

WESTERN KENTUCKY UNIVERSITY

PERSONAL SERVICES CONTRACT

Department of Purchasing
Supply-Services Building
1 Big Red Way
Bowling Green, Kentucky 42101-3576

[] NOTICE OF AMENDMENT
[] NOTICE OF EXTENSION

Name and Address of Individual or Firm:

Personal Services Contract No. PS-_____
Account Number:_____
Original Contract Date:_____
Original Contract Amount: \$_____
New Total Not To Exceed: \$_____

Section 1. Complete the following if form is processed as an AMENDMENT.

A. The above referenced contract is being amended as follows:

_____ \$_____ net increase
_____ \$_____ net decrease

B. All other terms and conditions of the contract except as modified above are hereby ratified and confirmed. All work will be completed within the Current contract beginning and ending dates unless Section 2 below is completed.

C. Attached Proof of Necessity if this amendment increases the contract amount over \$10,000.00.

Section 2. Complete the following if form is processed as EXTENSION.

A. The above referenced contract is being extended from:

_____, _____ to _____, _____

B. If contract is extended beyond the current fiscal year, change the contract number to PS-_____.

C. Unless contract amount is modified above, balance of the contract to be carried forward: \$_____.

PLEASE SIGNIFY YOUR ACCEPTANCE OF THE ABOVE CONTRACT MODIFICATION(s) BY AFFIXING YOUR SIGNATURE BELOW:

Western Kentucky University:

Contractor:

Prepared By:

Signature/Date

Signature/Date

APPROVED BY:

Typed or Printed Name

Chief Financial Officer or Authorized Representative