

## **AMENDING A PURCHASE DOCUMENT**

**2666**

(May 2005)

### **WHEN ARE AMENDMENTS NECESSARY?**

**2666.1**

(May 2005)

Amendments to original purchase documents are necessary when there is any change or modification to the original document as issued to the supplier. Examples of when amendments are required include a:

- Change in shipping terms
- Change in supplier's name
- Increase or decrease of unit pricing/extended pricing/ overall costs
- Addition or cancellation of an item or multiple items
- Change in the description, specifications or substitution of any product

**Note:** If the purchase is the result of a competitive solicitation, the unit price may not be increased unless specifically allowed in the original solicitation and evaluated for award. Departments must follow the instructions provided in [Section 2640](#) – Non-Competitively Bid (NCB) Contracts.

### **USING THE PROPER FORM TO EFFECT A CHANGE**

**2666.2**

(May 2005)

Departments may use only the following purchase documents to effect a contract change amendment, no matter how minor the change or amendment:

- Purchasing Authority Purchase Order ([STD. 65](#)) or approved revised version
- Purchase Order Change ([STD. 96](#)) ONLY for changes to purchase estimates submitted by a department and/or purchase orders executed by DGS/PD for the department.

**Warning:** Verbal notifications between [purchasers](#) and suppliers are not an acceptable practice to effect contract changes. Contract changes/amendments must be formally executed to effect a contract change.

### **IDENTIFYING AMENDMENTS**

**2666.3**

(May 2005)

Amendments must be identified using the original purchase document number and an amendment number. The amendment number must be numeric and may not exceed 2 digits. The following are common ways of identifying purchase document amendments:

Example

9PA5K001, Amendment No. 01  
9PA5K001, Amendment # 1  
9PA5K001, Amd # 1  
9PA5K001, #1

**Note:** Dependent upon the purchase document, a designated block may be available for the amendment number. In those instances, the word “Amendment” in any fashion is not necessary.

**RECORDING AMENDMENT NUMBERS ON THE STD. 65**      **2666.4**  
(May 2005)

The amendment number must be entered in the “Amendment No.” box on the STD.65.

**HOW DETAILED IS AN AMENDMENT?**      **2666.5**  
(May 2005)

Amendments should contain the same degree of detail for changes that the original transaction contained (i.e. increase or decrease in quantity, corrected model number, revised delivery date, change in delivery location, changes to contract language, etc.).

**Purchasers** shall identify what is being deleted and/or added and the impact of the action to the overall transaction.

**GENERAL GUIDELINES FOR AMENDMENTS**      **2666.6**  
(May 2005)

**Purchasers** are advised to adhere to the following general guidelines regarding amendments:

- An amendment must be within the original scope of the purchase document solicitation; otherwise it is treated as a non-competitively bid transaction.
- An amendment must be processed using the correct format and procedures as described in this **section**. Do not use letters or verbal notifications.
- An amendment must be issued in advance of contractor performance; this includes receiving any goods prior to an authorized amendment. Consequently, an amendment must be processed in a timely manner.
- An amendment that results in exceeding a department’s purchasing authority dollar threshold for any given transaction must be submitted to DGS/PD for review, approval, and execution. (Refer to **Section 2640 – Non-Competitively Bid (NCB) Contracts** for additional information regarding amendments).

- An amendment to extend a contract term:
  - Must be processed, approved and issued prior to the contract expiration date, otherwise there is nothing to extend as the contract has expired.
  - Retains the original effective date of the contract term and will only change the end date.

**Example:**

Original term: 07/01/04 – 10/31/04

Extended term: 07/01/04 – 12/31/04

**STD. 65 INCREASES/DECREASES**

**2666.7**

(May 2005)

If the total amount of the purchase document is being altered, show the original amount, the amount of the change, and the new total within the face of the **STD.65**. Enter only the revised amount (either plus or minus) in the “Grand Amount” box. Lack of clarity in executing amendments may result in duplicate DGS administrative fee charges.

**Example:**

Original: \$2,000.00

Amd #1: +100.00

Adjusted Total: \$2,100.00

STD. 65 Total Amount Box shows

\$100.00

**AMENDING A STATEMENT OF WORK**

**2666.8**

(May 2005)

**Purchasers** requiring an amendment to a purchase document that includes a Statement of Work (SOW) should apply the following:

- Each page of the SOW’s document header should identify the Agency Order number, amendment number, supplier name, and the date of the amendment.
- The items of work covered by the amendment should be clearly written as part of the purchase document:

**Example:**

“Attachment X, Statement of Work dated (Original document issue date) is hereby deleted and replaced with Attachment X, Statement of Work dated (Amendment Date).”

- Paragraphs being amended should be clearly identified.

**Example:**

Paragraph X is hereby amended to read: “The total amount of this purchase document is ....”

- Paragraphs being deleted should be clearly identified:

**Example:**

“Paragraph X is hereby deleted and replaced by Paragraph X dated (Amendment date). All other terms and conditions of Agency Order XX-XX remain unchanged and in effect.”

## **CANCELING A PURCHASE DOCUMENT**

**2666.9**

(May 2005)

Canceling an executed purchase document, regardless of contract form, ([STD. 65](#) etc.) requires issuing an amendment, with an amendment number.

The text on the purchase document must state what action is being taken by the amendment and address the expenditures as applicable to the action taken. If expenditures are being disencumbered as the result of the cancellation process then negative values would be shown on the purchase document.

Amendment distribution is no different for a purchase document cancellation than a typical amendment. A copy of the executed purchase document is sent to DGS/PD. A statement to the effect that the transaction is cancelled in its entirety should also be included.

### **Example**

Amendment #X cancels Purchase Order #XXXX in its entirety effective XX/XX/XX.

([see next section](#))

([see HB Table of Contents](#))

([see Forms](#) or [Forms Samples](#))