

Contracts Amendments, Changes, Extensions, Renewals

This is when you have an executed contract that needs a change.

*****Before any additional work is performed by a vendor or consultant you must perform the following tasks and have a signed(by both parties) amendment. Failure to do these steps could result in you be held personally liable for the expenses.**

If you ever have any questions related to contracts contact the Purchasing and Contract Services Office at 651-767-8291.

Go to the purchasing website at purchasing.spps.org

A REQUISITION AND APPROVED PURCHASE ORDER FROM THE PURCHASING DEPARTMENT IS REQUIRED PRIOR TO ANY ADDITIONAL WORK BEING DONE BY THE VENDOR OR CONSULTANT.

ITEMS NEEDED:

1) Contract Amendment

- **If a vendor or consultant has their own contract amendment, it must first go through the District's Purchasing and Contract Services office prior to vendor signing. Complete all necessary items and complete a Purchase Requisition as directed below.**

2) Board Agenda*, (See purchasing.spps.org for directions and samples of Board Agendas)

- Required for:

- o All Grants
- o All Partnerships
- o All Joint Partnerships
- o All Collaborations
- o Gifts over \$5,000
- o Contracts over \$100,000.00
- o Change orders over \$100,000.00

*Any contract that is under \$100,000.00, where the amendment will take it over \$100,000.00, you will need to do a Board Agenda item and any contract over \$100,000.00 that has an additional \$100,000.00 added will require an additional Board Agenda item.

Note: A Board Agenda must be submitted by the school/department and submitted via Board Policy prior to the Board Meeting. No contract that requires a Board Agenda may be signed prior to Board approval.

3) Create a document, at the top of the page put the word “ Amendment” followed by the number of the amendment.(If this is the first put #1 and so on). Proceed on the page to list all the changes/amendments that are being made to the contract. Put in a signature area on the amendment for the signers of the original contract.

4) Complete a Purchase Requisition in eProcurement.

- Electronically attach all the items above to the requisition. (If you have any additional documentation and do not have a scanner available, send the documents to purchasing with the identifying requisition number)
- Purchasing will review the documents and make changes etc as necessary, review with legal counsel(as necessary), route for necessary signatures and issue Purchase Order.

5) Receiving against the Purchase Order.

- Once services are satisfactory and complete per the contract, go into eProcurement and receive against the Purchase order.(note we can not pay for services before the service is performed.

6) Invoice from Vendor/Consultant(in most cases these will be sent directly from the vendor to Accounts Payable, if vendor gives you a copy make sure that the invoice follows the instructions below and forward to Accounts Payable)

- Invoice from the vendor, must show

- ✓ Complete name and address
- ✓ Invoice number and date
- ✓ District Purchase Order Number
- ✓ A **complete** description of services performed and on what dates, the hours worked(when and where and what specific times)

***Incomplete invoices will not be paid.**