



Requester: \_\_\_\_\_ Phone: \_\_\_\_\_ REQ/PO #: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean (if applicable) Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_  
Director Signature (if applicable) PM Signature (if applicable)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director/Vice President/President Signature

ITS, FS, AUX, PIO Related?  Yes  No If "Yes", please obtain approval below and specify department: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Exec. Director/Approver (ITS, FS, AUX, PIO, HR, etc.) Signature of Exec. Director/VP/Approver

LIVESCAN

(Complete this section ONLY if there is a change in SOW)

Contractor interacting with Students?  Yes  No – If Yes:  Unsupervised  Supervised (Allow 30 days from DOJ submittal)

If interaction w/Students, Exec Dir/VP/President completes the following: Initials \_\_\_\_\_ Livescan:  Yes  No

If Livescan is required, Requester will need to work with PCT to process Livescan and include Proof of Livescan with contract request

AGREEMENT/AMENDMENT DETAILS

Contractor Legal Name(see W-9): \_\_\_\_\_

Email Address of Contractor's Authorized Signer: \_\_\_\_\_

Current Contract/MOU Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

To be Amended (check all that apply and attach documents if applicable):

- Change to Contract/MOU Period: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Change to Price or Payment information – Attach current Scope of Work (SOW) with redlining.
- Change to SOW (Responsibilities) – Attach current Scope of Work (SOW) with redlining.
- Name Change – Attach current calendar year W-9
- Change to Terms & Conditions – Contact your buyer prior to submitting the RFC Amendment.
- Other Change – Contact your buyer prior to submitting the RFC Amendment

INCLUDE THE FOLLOWING ATTACHMENTS:

- Copy of Fully-Executed Agreement/MOU needing to be Renewed/Amended – included copies of all previous
- Additional Two Quotes (if applicable) (see REQ Checklist for requirements based on total dollar amount of contract)
- Attachments (Proposal) (if any)
- Proof of Livescan (if applicable)
- If adding Software/Web Application:  VPAT &  HECVAT Lite (if PII or District Sensitive Info involved)

Updated: 1-10-2025