

## REQUEST FOR AMENDMENT

FOR A&E ONLY (DO NOT WRITE IN THIS AREA)		
Request No.	Copy to A&E Accounting	DaFIS Document No.
Request Date	Name of Consultant Firm	
Contact Person	Telephone No.	Email
University's Project Manager	*Telephone No.	*Email

**\*NOTE:** This information is not required for A&E's Project Managers.

### CAMPUS DEPARTMENTS

- |   |   |
|---|---|
| <input type="checkbox"/> Architects & Engineers                   | <input type="checkbox"/> Environmental Health & Safety    |
| <input type="checkbox"/> Office of Resource Management & Planning | <input type="checkbox"/> Other (specify department) _____ |

### DaFIS ACCOUNT TO CHARGE (This information is not required on A&E Projects)

Chart	Account	Sub Account	DaFIS Project No.	Accounting Contact Name	Accounting Contact Telephone

### TYPE OF AGREEMENT TO BE AMENDED (preparation recharge cost - \$136.00 - not applicable to A&E)

- |   |  |
|---|--|
| <input type="checkbox"/> Design Professional Agreement                              | <input type="checkbox"/> Master Architect Agreement      |
| <input type="checkbox"/> Executive Design Professional Agreement                    | <input type="checkbox"/> Master Engineer Agreement       |
| <input type="checkbox"/> Executive Design Professional Agreement – Blanket          | <input type="checkbox"/> Professional Services Agreement |
| <input type="checkbox"/> Executive Design Professional Agreement, CMatRisk Delivery |  |

### TYPE OF AMENDMENT (select applicable items)

- |   |  |
|---|--|
| <input type="checkbox"/> Consultant Rate Change <small>(attach new rates)</small> | <input type="checkbox"/> Extending Agreement <small>(new end date)</small> _____ |
| <input type="checkbox"/> Other <small>(specify)</small> _____                     |  |

### EXISTING AGREEMENT INFORMATION

Start Date	End Date
Project No.	Project Title

Other/Comments:

Electronic submission of this form will be considered to represent your signature.

**A&E Project Manager:** Email A&E Contracts and cc: Senior Project Manager the Agreement to be amended as well as the detail of the change in lieu of completing the Request for Amendment.