

## **PROFESSIONAL SERVICE CONTRACT AMENDMENT FORM INSTRUCTIONS**

This form is required to process an electronic change order to purchase orders requiring a professional service contract.

1. Provide the purchase order number of the existing purchase order in the space provided.
2. Enter the index and account information shown on the original purchase order on the line provided.
3. Enter the next sequential number for the amendment being processed on the line provided.
4. Enter the name of the vendor on the line provided.
5. Enter the **original** amount of the purchase order (before any changes).
6. Enter the **original** term of contract shown on the initial Professional Service Contract and purchase order.
7. Enter the total dollar amount of the proposed change order, including all fees, reimbursables, taxes, etc.
8. Enter the purchase order total including all prior amendments and the proposed amendment.
9. Enter a new term of contract. Enter the existing term of contract if no changes are required.
10. Enter a brief description of the additional services to be provided.
11. Obtain an approval signature on the completed application from the Department Head and then forward the form to the vendor for their review and signature. (Emailed and/or faxed signatures are acceptable).
12. Provide the completed form with the vendor's proposal detailing the scope of work to be completed to F&S Accounting for processing.

**NEW MEXICO STATE UNIVERSITY  
PURCHASING & RISK MANAGEMENT ADMIN  
BOX 30001 MSC 3890  
LAS CRUCES, NM 88003-8001  
(575) 646-2916**

**DATE:** \_\_\_\_\_

**PO NUMBER:** \_\_\_\_\_

**INDEX/ACCT:** \_\_\_\_\_

**PROFESSIONAL SERVICE CONTRACT  
AMENDMENT NUMBER: \_\_\_\_\_**

*Between*

\_\_\_\_\_

*And*

**NEW MEXICO STATE UNIVERSITY  
LAS CRUCES, NEW MEXICO**

*The following revisions, additions and clarifications shall be incorporated in the Professional Service Contract referenced above. All other provisions of the Professional Service Contract shall remain unchanged.*

**ORIGINAL PAYMENT TO VENDOR:** \$ \_\_\_\_\_

**ORIGINAL TERM OF CONTRACT:** \_\_\_\_\_

**AMENDMENT AMOUNT:** \$ \_\_\_\_\_

**NEW REVISED PAYMENT TO VENDOR:** \$ \_\_\_\_\_

**NEW REVISED TERM OF CONTRACT:** \_\_\_\_\_

**THIS AMENDMENT IS DUE TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Dept. Head*

\_\_\_\_\_  
*Signature of Contractor*

**END OF AMENDMENT**