Information

Contract Advice of Change

Number

PUR - 30.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger - Chief Procurement Officer
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown

Revision Date(s): November 20, 2023

Reviewed Date(s): February 14, 2020; November 20, 2023

Categories

Reason for Policy:

It provides a means by which adjustments and modifications can be made to make the contract responsive to actual requirements.

Statement:

An Advice of Change in Order is required for corrections or deviations on all contracts. During the period of contract, no change will be permitted in any of its conditions and specifications unless the contractor receives written approval from the University. The Advice of Change is not to be used to initiate major changes which are outside the original scope of the contract or to affect a new buy which normally would be placed by competitive bid. An Advice of Change in Contract shall not be used to extend or amend a Personal Services Contract.

Related Information:

Should the contractor find at any time that existing conditions make modification in requirements necessary, the contractor shall promptly report such matter to the Department of Procurement Services for consideration and decision.