

SharePoint Language for Amendments

Revised on 2025.02.14

Agreement Amendment Purpose

The purpose of this amendment is to [change the termination date](#), [change the Indirect Cost Rate](#), [amend UEI](#), [increase/decrease the contract amount](#), [add/replace/delete Attachment X](#), [change the vendor information](#), [change the vendor mailing address](#), [add language to the \[add the name of the terms and conditions – attached to the contract\]](#) and [replace the Amendment language in the \[enter name of the terms and conditions attached to the contract\]](#), General Provisions.

OR

When replacing all or most of the language in an Attachment use: [The purpose of this amendment is to update the language in and replace Attachment X.](#)

AMEND the Termination Date

The [agreement](#) termination date is being changed. The original termination date was [Month Day, Year](#). The [agreement period](#) is [increased/decreased by \(time, e.g. number of months or number of years\)](#). The new [agreement](#) termination date is [Month Day, Year](#).

AMEND the Funding Amount:

Original Amount: The contract amount is being changed. The original amount was [\\$0.00](#).
(+/-) Federal Funds: The funding amount will be [increased/decreased](#) by [\\$0.00](#) in federal funds.
(+/-) State Funds: The funding amount will be [increased/decreased](#) by [\\$0.00](#) in state funds.
(+/-) in other Funds: The funding amount will be [increased/decreased](#) by [\\$0.00](#) in other funds.
New Total Amount: New total funding is [\\$0.00](#).

Funding Reduction (add this language to the Special Provisions or Scope of Work):

[Funding decreased by \\$0.00 for the period month day, year to month day, year.](#)

ADD a new Attachment:

Add Attachment [X Document Title](#).

REPLACE individual language in an Attachment

Attachment X: [Document Title](#) (attached) is replacing Attachment X: [Document Title](#).
[The document title is changed](#), Article X [title](#), [Section A, B, C, etc.](#), are/is [changed/added/deleted](#).

AMEND the Vendor's Information

The [name of changed item](#) is changed to X.

**These examples are designed as a guide to cover the majority of circumstances. If you encounter a situation that doesn't fit, please modify the language.*

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