

Instruction: Requisitions Required for Contract Amendments

This guide documents the procedure to process requisitions and purchase orders (POs) when there is a change (i.e. amendment, modification, extension or renewal) to the original contract. Departments are required to submit a new requisition every time there is a change to the original contract. This ensures that all contract changes are captured via the UHS Contracts Page and reported to the Legislative Budget Board (LBB) as required by Government Code, Section 2261.253. Any current fiscal year POs with remaining encumbrance must be released via an Encumbrance Adjustment Form (EAF). This also applies to no-cost contract amendments (where the amount remains the same, but the contract period or other terms are modified).

Encumbrance Adjustment:

Submit an EAF to Accounts Payable to release the remaining encumbrance on the current fiscal year PO (item C in the following example). Note: discuss with your CDA if using a multi-year PO with prior-year budget reference.

Link to latest form: <https://uh.edu/office-of-finance/purchasing/Forms/>

New Requisition:

Submit a new requisition for the amount needed for the current fiscal year. Example below for a 1-year contract.

- a. Original contract = \$100,000
- b. Total amount already paid for the original contract and encumbrance released from the original PO = \$60,000.
- c. Remaining encumbrance on the original PO at the time of amendment ($\$100,000 - \$60,000$) = \$40,000.
 - *Process an EAF to release this amount.*
- d. Amended contract ($\$100,000$ original contract + $\$50,000$ amendment) = \$150,000
 - *Create a new requisition and enter this amount on the contract page.*
- e. Remaining amount for the new contract after the amendment ($\$150,000 - \$60,000$) = \$90,000
 - *This should be the new requisition amount***

**If you don't need the \$90,000, in the current fiscal year, just submit the amount required.

Requisition Contract Page:

In the contract tab, enter the amended contract as a new entry with the modified K number, check the amended box, and enter the full amended amount of the contract (\$150,000 in the example above) into the current value. The maximum value will be this amount plus any optional renewals not yet exercised.

<https://uh.edu/office-of-finance/purchasing/Purchasing%20Training/>