

Service Agreement Amendment Checklist

(For Department Use)

Use this checklist before submitting a Service Agreement Amendment for review.

1. Confirm This Is the Correct Form

- The original Service Agreement is fully executed
- This action is modifying an existing agreement (not creating a new one)
- The change is allowed under the original agreement terms

2. Complete All Header Information

- Amendment Number entered (e.g., Amendment No. 1)
- Full legal name of the Vendor entered
- Agreement Number included
- Original agreement execution date entered

3. Project & Financial Information

- Banner Fund Number(s) entered
- Agreement Project Title entered
- PI or responsible individual listed
- Original agreement term (start & end dates) entered
- Original agreement amount entered

4. Amendment Financials

- Funding Amount This Action completed
 - Entered dollar amount or \$0 / No Change
- Amount Funded to Date with This Amendment calculated correctly
- Funding totals match Banner records

5. Description of Changes

- Changes are clearly described (dates, amounts, scope, etc.)
- Language is specific and unambiguous
- All intended changes are included (nothing implied)
- Standard language “All other terms and conditions...” remains unchanged

6. Signatures

- Vendor signature line included
- Vendor signer is an authorized representative
- MURC signature block is blank (MURC Signature is obtained after review by the Contract and Subaward Compliance Officer)

7. Final Review Before Submission to the Contract and Subaward Compliance Officer

- All fields are complete and legible
- Information matches the original agreement
- Amendment aligns with sponsor and institutional requirements
- Amendment has been reviewed for accuracy