

**Purchase
Change Request**



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #

BG1900684

FY 20	Buyer TB	Date 7/30/19	Account	P.O. Date 8/9/2018	Contract
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input checked="" type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input checked="" type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of VendorName/Address <input checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Big Green Scholarship Foundation Inc PO Box 1360 Huntington, WV 25715 Ph# 304-696-4661 Fax	Vendor Code FEIN# 55-631935001	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>1</u></p> <p>To modify/clarify agreement #BG19000684 and add the attached "Policy for Student Athlete Cash Advances".</p> <p><u>Agreement now reads:</u> "for Meals and Travel Related to Athletic Competition"</p> <p><u>Change to read:</u> Student Athlete Cash Advances</p>		

Reason for Change: As per the State Auditor's Request.	Previous Total	\$	OPEN END
	Increase	\$	
	Decrease	\$	
	New Total	\$	OPEN END

Approved: 8.1.19
 Authorized Signature Date

N/A
 Attorney General if required Date

Policy for Student Athlete Cash Advances

1. A monthly advance is requested by an Athletic Department Coach or Staff member for per diem needs for a student athlete.
2. The advance will be paid from the Athletic Department Big Green Operating Account.
3. The students will sign the Student Group Meal Receipt form. This form is returned to the Business office after the competition / event has occurred.
4. The advances are settled within 30 days of the end of the month with the balance being returned and deposited into the same account of issue.
5. The advances are used to cover the following athletic related events:
 - a. Pre-Season Per Diem
 - b. Post Season Per Diem
 - c. Holiday Periods (Thanksgiving, Winter Break & Spring Break)
 - d. Per Diem related to travel for competition
 - e. Release money for a travel event or home game event.
 - f. Incidental funds allowed by the NCAA for Bowl games, exhibition travel or NCAA tournaments.
6. The amounts for per diem are as follows per day
 - a. Breakfast \$7
 - b. Lunch \$8
 - c. Dinner \$15
 - d. Release Money \$15
 - e. Incidental \$30
7. The activity would be as follows:
 - a. Football – August – December – up to 130 athletes & student managers
 - b. Men’s Basketball – October – March – up to 25 athletes & student managers
 - c. Volleyball – August – December up to 25 student athletes
 - d. W. Track – August – May up to 50 student athletes
 - e. Tennis – September – May – up to 10 student athletes
 - f. W Golf – September – May – up to 10 student athletes
 - g. Swimming – October – April – up to 35 student athletes
 - h. W. Basketball – October – March up to 25 student athletes & managers
 - i. Softball – January – May – up to 25 student athletes & managers
 - j. W. Soccer – August – December – up to 30 student athletes & managers
 - k. M. Cross Country – August – May – up to 15 student athletes
 - l. M Soccer - August – December – up to 30 student athletes & managers
 - m. M. Golf – August – May - up to 10 student athletes
 - n. Baseball – January – May - up to 40 student athletes & managers
 - o. Cheerleading – August – May – up to 30 student athletes



Office of Purchasing

July 2, 2019

Big Green Scholarship Foundation
PO Box 1360

Huntington, WV 25715
Re: Name change of Contract #BG1900684

Hello:

This letter is to authorize a policy change created by accounts payable and WVHEPC for addition into contract BG1900684. If there are any additional terms and conditions for inclusion to justify payment, please attach supporting documentation. If you have any questions, please feel free to call me at 304-696-3157.

Sincerely,

Tracey Brown-Dolinski

Assistant Director of Purchasing

I agree to above change for current contract # BG1900684.

Yes No

Yes, subject to the following changes indicated below or in the attached letter.

Signature

7/26/19
Date

John Sutherland

Printed Name

Exec. Director Big Green

Title

Comments:

WE ARE... MARSHALL