


Purchase Change Request		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # BG1900684
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FY 2020	Buyer TB	Date 10/18/2019	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 type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input 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 Vendor Name/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	Vendor Code	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 304-696-4661	Fax	FEIN# 55-631935001

Item#	Quantity	Description of Change	Unit Price	Extended Price
		Change Order # <u>3</u> To modify agreement #BG1900684 and increase line 7a. Agreement now reads: 7. The activity would be as follows: a. Football- July-January - up to 130 athletes and student managers Change to read: 7. The activity would be as follows: a. Football- July-January - up to 200 athletes and student managers.		

Reason for Change: To increase line 7a.	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: Michelle Wheely 10/18/19
 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 200 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

A1900684

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Big 1900689 of 1 #1