

# Purchase Change Request



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

**Order #**  
BG1900684

FY 20	Buyer JH	Date 10/24/2019	Account Various	P.O. Date 8/9/2018	Contract BG1900684
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<b>Document</b> <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	<b>Document Action</b> <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. <b>Big Green Scholarship Foundation Inc</b> 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
		<p align="center"><b>Change Order # 4</b></p> <p>To amend the contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders as per the information below and on the following pages.</p> <p>Page Two, Item 7a changed from: Football - August - December - up to 200 athletes &amp; student managers</p> <p>To read as: Football - July - January- up to 200 athletes &amp; student managers</p> <p>Effective: July 1, 2019 - June 30, 2020</p>		

Reason for Change: To modify the term of PageTwo, Item 7a.	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved: Angela White Negg 10/24/19  
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 – July - January - 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



AGREEMENT

Order # BG1900684

I, Big Green Scholarship Foundation INC agree to perform the following service(s) for Marshall University at the Department of Athletics

(Location)

to provide money necessary for Per Diem, parking, meals, and tolls necessary for home games and travel related to Athletic competition.

(Detailed description of services to be performed)

Date(s) of Service: From: 7/1/2019 To: 6/30/2020

The rate of pay shall be paid per invoice not to exceed \$ 500,000 for the entire term of the contract.

NOTE: Any anticipated travel must be incorporated into the vendor's fee. No travel will be reimbursed by the State and is the sole responsibility of the vendor. The following certification must be completed and signed if the vendor is a full-time employee of the State of West Virginia.

Please check the appropriate box below:

- I am not currently a full-time employee of the State of West Virginia;
I am currently a full-time employee of the State of West Virginia (complete certification below)

It is hereby certified that the service(s) to be performed under this agreement will not interfere with or detract from the full-time duties of the employee and the amount of annual compensation received by:

(above named vendor)

from the State of West Virginia for full-time employment during the current fiscal year will be \$

The vendor serves as with the title of

(Position)

certified by (Supervisor's Signature)

APPROVED BY:

Agency Marshall University

Vendor Big Green Scholarship Foundation INC

Umgela White Neal Chief Procurement Officer

(Vendor's Signature) 550631935

(Date) 10/9/19

(Marshall ID (9018) or FEIN) (Note: Do Not Use Social Security Number) 10/9/19