

LHS Professional Service Agreement (PSA) PO Change Order Process

What is a Change Order? Any modification made to an established PSA PO, i.e., amount of PSA or service period changes, to release unused funds, to update Chart of Accounts (COA).

To decrease amount:

1. Complete PSA-Change Order Form (PSA-CO Form)

To increase amount

1. Complete PSA-CO Form
2. Required attachments
 - Revised Statement of Work
 - Revised Organization/Relationships of the Basic Elements for Independent Contract Services (Schedule Payment Fee)
3. Additional approvals may be required
 - If the increased amount brings the total amount of the PSA PO to
 - \geq \$100,000 non-Federally-funded purchase (excluding tax, but including shipping) **or** \geq \$10,000 and Federally-funded (Including tax and shipping), a new UC Procurement Source Selection & Price Reasonableness Justification form will be required
 - exceed \$4,999.99, it is now a high-value requisition, and it will require Campus Buyer approval

To extend PSA end date

1. Complete PSA-CO Form
2. Required attachments
 - Justification Memo explaining the reason for the extension
 - Revised Certificate of Insurance if the original one has expired

To close PSA and release unused encumbered funds

1. Complete PSA-CO Form
2. Confirm on the PSA-CO Form that a final invoice has been paid

or

If the final invoice has not been paid, approve and attach to the form, if you have it

To updated chart of accounts

1. Complete PSA-CO Form

