Notice of Extension of Personal Service Contract

Name and Address of Individual or Firm

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

This is to notify you that under the provisions of the contract, the University elects to extend Contract Number ______________________, dated __________________________, between you and (Agency) with the same terms and conditions as set forth therein. The period within the current fiscal year in which services are to be performed under this extension is from __________________________ to __________________________.

Please signify agreement to such an extension of said contract by affixing the proper signature as indicated herein under.

FIRST PARTY: UNIVERSITY OF KENTUCKY SECOND PARTY: Type Name of Firm or Individual

BY: ___________________________ BY: ___________________________

Dean/Director Signature

______________________________ ______________________________

Executive Vice President for Finance and Administration Date

RECOMMENDED FOR APPROVAL:

______________________________

Director/Asst Director, Purchasing Division

EXAMINED AS TO FORM AND LEGALITY:

______________________________

University Legal Counsel

OFFICIAL APPROVAL:

______________________________

Executive Vice President for Finance and Administration
INSTRUCTIONS

1. Use this form if Paragraph 5 of the Personal Service Contract is utilized to affect an extension of the contract. The only provision in the Personal Service Contract which would be modified or affected would be Paragraph 3.

2. Submit four (4) copies of this Notice of Extension Form to the Purchasing Division signed by an authorized representative of each party.

3. If a new agreement is to involve any change in the Personal Service Contract as to amount (including the total amount reflected in Paragraph 2 (D), instructions, etc.), then it would be necessary to execute a new contract.