

# Notice of Extension of Personal Service Contract



Name and Address of Individual or Firm  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal Service Contract Number PS _____
Account No. _____
Encumbrance Amt. _____
Pre-Audit No. _____
This Contract Is Effective _____ (date of delivery to LRC)
and Expires _____

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: \_\_\_\_\_  
Dean/Director  
  
\_\_\_\_\_  
Executive Vice President for Finance and Administration  
  
\_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
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

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## 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.