

**THIS FORM SHOULD BE COMPLETED BY THE DEPARTMENT AND SUBMITTED WITH AN RU MARKETPLACE SERVICE REQUEST FORM AS AN EXTERNAL ATTACHMENT**

Provide the details regarding the changes to the existing Statement of Work (SOW). Description of change(s) should clearly outline new dates if an extension, the changes and/or additions to the services including any deliverables, and the revised Fee, if applicable. If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

<b>PURCHASE ORDER #:</b>	<b>REVISED END DATE OF ENGAGEMENT</b> (if extended):
<b>RUTGERS BUSINESS UNIT:</b>	<b>SUPPLIER NAME:</b>

**DETAILED DESCRIPTION OF CHANGE/ADDITION TO SERVICES** (attach additional sheets, if necessary):

  
  
  
  
  
  
  
  
  
  

**DETAILED LIST OF CHANGES/ADDITIONS TO DELIVERABLES** (e.g., report, presentation, data analysis, drawings, etc.), including any milestones:

  
  
  
  
  
  
  
  
  
  
**FEES & EXPENSES**

Rutgers agrees to pay Supplier a revised fee, detailed below, the total amount due upon completion of all Services and acceptance of all deliverables, unless the Parties agree to a payment schedule detailed *below*. If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

<b>TOTAL FEE TO BE PAID:</b>	\$ _____ (Original PO amount \$ _____ +supplement amount \$ _____)
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Payment Schedule (if applicable)		
Payment 1	Due Date:	\$
Payment 2	Due Date:	\$
Payment 3	Due Date:	\$

Rutgers DOES NOT AGREE to separately reimburse Supplier for any expenses.

**OR**

Rutgers agrees to reimburse Supplier for the reasonable expenses. If Rutgers agrees to pay for reasonable expenses, Supplier shall provide Rutgers with the expense detail, including original receipts for reimbursement of actual expenses incurred, in accordance with applicable Rutgers travel and business expense policies. Detail expense type(s) (e.g., transportation, hotel, meals, etc.) and estimated amount(s) *below*.