



PURPOSE & INSTRUCTIONS

THE PURPOSE of the Supplemental Statement of Work (SOW) form is to confirm the requesting unit has clearly and completely outlined the requested changes to the original SOW already issued under a Rutgers Purchase Order. These service engagement changes may include a service date extension, additions of the same services being rendered including deliverables or milestones (if any), and/or an increase to the fees and expenses.

THE SUPPLEMENTAL STATEMENT OF WORK FORM SHOULD BE COMPLETED WHEN A UNIT SEEKS TO AMEND A STATEMENT OF WORK ALREADY ISSUED UNDER A RUTGERS PURCHASE ORDER

PLEASE BE ADVISED:

- University Procurement Services must review the form PRIOR to issuance of any revised purchase order and may require additional information or documents for the procurement of the requested services.
By submitting and approving the requisition the form is attached to, you certify that the information has been thoroughly reviewed and accurate.

THE COMPLETED FORM MUST BE SUBMITTED WITH AN RU MARKETPLACE PO LINE MODIFICATION REQUEST FORM AS AN INTERNAL ATTACHMENT

FURTHER INSTRUCTIONS TO COMPLETE THE FORM:

The unit may choose to use the Rutgers Supplemental SOW form or choose to use a supplier's proposal (provided all the elements set forth in the Rutgers form are included). The unit may also use a combination of the two by filling out fields in the Rutgers Supplemental SOW form that are not on the supplier proposal and then indicating "see attached" in any of the fields that have been specified on an attached supplier proposal. For further clarification on each of the fields, see the table below:

Table with 2 columns: Form Field, How to Complete. Rows include: Purchase Order #, Rutgers Unit Information, Supplier Information, Revised End Date of Engagement, Detailed Description of Change/Addition to Services, Detailed List of Changes/Additions to Deliverables, Fees & Expenses.