



# Submitting an Addendum

If the contract needs to be modified after all parties have signed, then you will need to submit a **Contract Addendum**.

- An addendum for an increased contract amount will need a new Board approval. Most other changes will not.
- The Addendum Checklist is set up much like the Contract Checklist, with some different fields.
- Remember to remove **red text**. That is an instruction and should not remain on the document. Any **green text** needs to be completed by you.
- Complete your Addendum Checklist and submit to [bpscontracts@buffaloschools.org](mailto:bpscontracts@buffaloschools.org) with addendum, signed and executed contract, and all other required attachments.

BUFFALO PUBLIC SCHOOLS <b>ADDENDUM</b> CHECKLIST		
MUST COMPLETE PRIOR TO CONTRACT SUBMISSION TO <a href="mailto:bpscontracts@buffaloschools.org">bpscontracts@buffaloschools.org</a>		
Information and Approver List:	Where applicable:	Enter Here:
Vendor Name	Always	
Vendor Number	Always	
Explanation	Always	Addendum to change or correct [blank] in contract for [name of contract] executed on [date contract was signed]
Contract Program or Department	Always	
Contract Service Location	Always	
Contract date range	Always	mm/dd/yy - mm/dd/yy
Addendum amount (additional amount to original contract amount, if any, otherwise \$0)	Always	\$
Estimated total payments to vendor this fiscal year, including this addendum and all other contracts	If the total exceeds \$10,000, you may simply write "> \$10,000"	\$
Funding source (fund number)	Always	
Was this addendum previously rejected?	Enter "No" or list reason	
Purchase Order #	Always	P.O. #
List the Approvers and signers:		
1) Contract Owner (BPS employee)	Approve - Always	
2) Office of Shared Accountability	Approve - Except for non-instructional services (i.e. plant, prof dev, & finance)	Dr. Genelle Morris <a href="mailto:gmorris@buffaloschools.org">gmorris@buffaloschools.org</a>
3) Claims Auditor	Approve - Always	Richard Fanton <a href="mailto:rfanton@buffaloschools.org">rfanton@buffaloschools.org</a>
4) Vendor (include e-mail address)	Sign - Always	
5) General Counsel	Sign - Approve as to form - All	Nathaniel Kuzma <a href="mailto:legal-contracts@buffaloschools.org">legal-contracts@buffaloschools.org</a>
6) Division Head	Approve - Always	
7) Grant Manager	Approve - Grants only	
8) Grant Administrator	Approve - Grants only	
9) Cabinet Member	Approve - Always	
10) Chief Financial Officer	Approve - Always	Geoffrey F. Pritchard <a href="mailto:gpritcher@buffaloschools.org">gpritcher@buffaloschools.org</a>
11) Chief of Staff	Approve - Always	Darren Brown <a href="mailto:dbrown@buffaloschools.org">dbrown@buffaloschools.org</a>
12) Superintendent	Sign - Always	Dr. Kriner Cash <a href="mailto:kriner.cash-contracts@buffaloschools.org">kriner.cash-contracts@buffaloschools.org</a>
13) Board President	Sign - When Annual Spend w/ Vendor > \$10K	Dr. Barbara Seals Nevegold <a href="mailto:banevegold-contract@buffaloschools.org">banevegold-contract@buffaloschools.org</a>
Required contract documentation:		
Is Board approval for this addendum attached?	If annual spend with vendor > \$10,000 AND this addendum increases the contract amount	YES, NO or N/A:
Is addendum attached?	Always	
Is vendor proposal attached?	Always (for change to amount include vendor proposal or a spreadsheet accounting for \$ change; for other change include a text narrative explanation)	
Is original contract packet attached?	Always	
*** IF BOARD APPROVAL IS ATTACHED, STOP HERE; IF NOT, COMPLETE QUESTIONS BELOW ***		