



PERALTA COMMUNITY COLLEGE DISTRICT
**Summary/Coversheet Approval Request for Contracts,
 Change Orders & Addendums**

DATE: _____

Agreement CTS # _____

Check one of the following: Contract Change Order Addendum

Check One: (Can be ratified w/ Chancellors signature) Under \$50,000

(If over requires Board Approval) See BP _____ and AP _____ Over \$50,000

****DGS Specific****

*Construction Contracts (CUPCCAA): *Below \$200,000 *\$200,000 and above

Requester Name: _____

Preparer Name and contact Info: _____

College & Department: _____

Vendor Name: _____

Purchase Order Number: _____

Board Approval Date (If applicable) _____

Scope of work or amended scope of work attached: YES NO

Vendor Signed Contract: YES NO

Memorandum to the Chancellor (include explanation of why the services are being outsourced or reason for the work in general).
