

HENNEPIN COUNTY

MINNESOTA

Contract Amendment Details

Account coding provides clear direction to accounting staff as to which specific sources of revenues or expenditure accounts are to be modified by a board action request (BAR).

Amendment Number* _____

Contract Number* _____

Contractor/Supplier* _____

Supplier ID _____

Begin Date* _____ Original End Date* _____

Amended End date* _____

Fund* _____

Account* _____

DeptID* _____

Project Number _____

Expenditure

Receivables

Amendment Amount* _____

Amended Not to Exceed* _____

Funding Source _____

Funds Included in Budget Yes No

*** Mandatory fields: Amendment Number, Contract Number, Contractor/Supplier, all date fields, Fund, Account, Dept ID, Amendment Amount, and Amended Not to Exceed**

Intended use—communicate budget information relative to a specific board action request by uploading as an attachment under 'Attachments' tab in NovusAgenda

