Attached for your review are two (2) original counterparts of Additional Services Amendment with supporting documentation for your review, approval, and signature. An executed original of the Additional Services Amendment will be returned to you upon final approval and signature.

☐ Additional Services Amendment Order (participation breakdown and with NM Gross Receipts Tax shown as a separate line item)
☐ Reimbursable Services (include quote-3 quotes required for work estimated to exceed $20,000.00.)
☐ Other:
☐ Tax Increase Include balance remaining and % of increase in description

This letter of transmittal should accompany the above documentation and be returned to:

Central New Mexico Community College
Purchasing Department
525 Buena Vista SE
Albuquerque, NM 87106

Date Transmitted: ___________________________ By: ___________________________________________

INSTRUCTIONS TO
Please review the additional OR reimbursable services documents with your assigned CNM Facilities Project Manager. If in agreement, please sign two (2) originals of the amendment for Additional Services and return to your CNM Buyer. Signature of the CNM Facilities Department is required for services not to exceed $20,000.00. Services over $20,000.00 require the signature of the Purchasing Department and the Vice President for Finance and Operations Office in addition to the Facilities Department Representative.

Reviewed and Approved: By: ___________________________ Date: __________________
CNM Facilities Representative

By: ___________________________ Date: __________________
CNM Purchasing Representative

By: ___________________________ Date: __________________
Vice President for Finance and Operations

Tracking:
1. Design Professional provides above transmittal to CNM Facilities Department
2. (a) If changes do not exceed $20,000.00
   CNM Facilities reviews, approves, signs in changes allowing a notice to proceed; to distribute to DP, Facilities, Purchasing, VP of F and O and Business Office;
2. (b) If changes exceed $20,000
   CNM Facilities Department provides above transmittal and supporting documents to CNM Purchasing;
3. Purchasing reviews, approves, signs and forwards to the VP for F & O Office for review;
3. VP for F and O reviews, approves, signs and forwards to the Purchasing office to distribute to DP, Facilities, Purchasing, VP of F and O and Business Office;

ADDITIONAL/REIMBURSABLE SERVICES TRANSMITTAL
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