

AG-119 (9/12)

Texas A&M AgriLife
Administrative Services – Contracts



**Amendment to
Intrasystem Cooperation Contract
(Local Funds Only)**

Funding Account Number: _____

Contract Number: _____

Amendment Number: _____

It is mutually understood and agreed by and between the undersigned contracting parties of the above Intrasystem Contract to amend said contract as follows:

RECEIVING MEMBER

Name of Member

By: _____
Authorized Signature

Title

Date: _____

PERFORMING MEMBER

Name of Member

By: _____
Authorized Signature

Title

Date: _____

**Approved by General Counsel 06/08
Submit in Duplicate**

Amendment to Intrasystem Cooperation Contract (AG-119) Instructions

The Amendment to Intrasystem Cooperation Contract is a formal agreement document to amend a current and active Intrasystem cooperation contract among parts of The Texas A&M University System. Amendments, using this form, may be made for the following purposes:

- To extend or shorten the contract period of the current contract.
- To decrease or increase the quantity of contracted services to be provided under the current contract.
- To decrease or increase the total dollar amount of the current contract

This Amendment form may not be used to add new or different items of work not already authorized in the current contract; this would require a new contract. Other information about this form and Sponsored Projects may be found in System Regulation 25.99.05.

The Amendment to Intrasystem contract must be prepared in duplicate, and both copies must have original signature by personnel in both contracting agencies who are authorized to contractually obligate their respective agency/institution. Approval must be obtained prior to the commencement of performance of the services; any expenditures incurred prior to the approval date of the contract may be disallowed and may not be reimbursed to the Performing Component.

The sequential number of this Amendment, the contract number (if applicable), and the local account number funding the current contract must be entered in the space provided.

A detailed description of the Amendment requested must be prepared in the space provided, including the applicability of one or more of the above mentioned purposes.

The Director is the only person authorized to sign any agreement document on behalf of the Agency.