|  |  |
| --- | --- |
| **To:****Name of person with financial delegation** |  |
| **From:****Person completing the form** |  | **Date:** |  |
| **Subject:** | **Contract Variation Request** |

**RECOMMENDATION AND PURPOSE**

The purpose of this form is for the Financial Delegate to approve a variation to the below contract ensuring a clear and auditable trail of financial approvals of JCU expenditure as per the [JCU Financial Sub-delegations Register.](https://www.jcu.edu.au/policy/procedures/university-delegations/financial-delegations/JCU-Financial-Sub-delegation-Register-v22-3.pdf)

| **CONTRACT DETAILS** |
| --- |
| **Contract Number:** |  | **Variation Number:** |  |
| **Supplier:** |  |
| **Contract Description:****(as per the Contract Management System)** |  |
|
| **Commencement Date of Original Contract:** |  | **Expiry Date:** |  | **Revised Expiry Date:****If applicable** |  |
| Please note: If extending the contract term, each valid year must be recorded as a contract commitment in the contract management system. Ensure that any additional value is reflected in the variation details table below. For further assistance, please reach out to the Strategic Procurement Group. |
| **Are the variation costs within the project budget:** | [ ]  Yes [ ]  No  | **Project Budget:** |  |
| **If variation costs are not within budget, where are funds coming from?** |  |
| **JCU OPF / Account:** |  |
| **Contract Owner:** |  | **Contract Administrator:** |  |
| **Procurement Representative:** |  | **Project/Contract Manager:** |  |

| **VARIATION DETAILS** |
| --- |
| **Description of Variation (add more rows if required)** | **Amount Ex GST** |
| << enter details of variation>> | $ |
| << enter details of variation or delete row if not required>> | $ |
| **Total Variation Value:** | $ |
| **Current Contract Value:****(original contract value plus previous variations)** | $ |
| **Revised Contract Value (include future CPI if applicable):****The financial delegate must have the authority for the revised contract amount.** | $ |

**FINANCIAL APPROVAL**

Financial delegation approval is required for revised contract value, not the variation value. Any executed variation agreement must be attached to the contract in the contracts management system.

|  |
| --- |
| **Agreement by supplier** |
| How will the supplier be notified of this variation to the contract? |
|  [ ]  A formal JCU Contract Deed of Variation issued by the Strategic Procurement Group [ ]  Superintendent Administered, directions managed by Superintendent / Superintendents Rep [ ]  Suppliers Proposal / Quote / Variation / Subscription / Contract [ ]  An email |
| [ ]  Other (please detail) |

**APPROVAL**

Prior to submitting the document for approval by the financial delegate, please obtain endorsement from the immediate management levels situated directly beneath the financial delegate i.e. Associate Director, Director

**ENDORSEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Position:** | **Signature:** | **Date:** |
|  |  |  |  |
|  |  |  |  |

**FINANCIAL DELEGATE APPROVAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Position:** | **Signature:** | **Date:** |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Author | Description of changes | Approved by | Approval date |
| 00 | D. Crocker | N/A | R. Woods | 11/04/2023 |
| 01 | L. James | Document review | L. James | 08/08/2024 |
|  |  |  |  |  |

Completed form must be sent to the Strategic Procurement Group (SPG) to make amendments to the contract in the Contract Management System (CMS) along with the final executed variation.