

# CONTRACTS 1.0

## Amendments -- 1.12

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**Date Issued:** December 31, 1998

**Date Last Revised:** March 23, 2011

**Signature:**



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Assistant Commissioner  
Bureau of Health Services

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### **POLICY**

An amendment must be executed when contract funds are increased or decreased; the time period of the contract is increased or decreased; or it is necessary to change the verbiage of a clause or clauses, or to add or delete clauses in an approved contract.

### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

### **PURPOSE**

To maintain program and fiscal accountability when amending a contract.

### **PROCEDURE**

Before an amendment is executed, a meeting between the initiating unit and the Fiscal Services Section of the Bureau of Health Services must be held. If the amendment is approved, the amendment will be processed in accordance with Bureau Policy 1.1.

### **NECESSARY FORMS:**

1. [TDH Contract Processing Worksheet](#)
2. Revised Budget Summary
3. Budget Summary (Salaries Detail)
4. Budget Summary (Detail Continuation)
5. F&A Contract Summary Sheet
6. F&A Contract Summary Sheet Supplemental Schedule (as applicable)

**REFERENCE DOCUMENTS**

Tennessee Department of Health, Contract Procedures

**OFFICE OF PRIMARY RESPONSIBILITY**

Fiscal Services Section, Bureau of Health Services, (615)741-7305