

DATE:

TO: City of Columbus
Department of Public Utilities
DPU Fiscal Offices

910 Dublin Road Suite 3016
Columbus, OH 43026

FROM: Vendor:

Rep:

Address:

City, State, Zip:

RE: Contract Utilization Vendor Change Request

To Whom It May Concern:

It is the intention of _____, the Prime Vendor on Project _____, to adjust the original or most recent version of the Utilization Reporting Form to allow for the adding/substitution of vendors and/or the reallocation of funds between existing vendors in relation to Purchase Order Number _____ as follows.

<u>Prime and Subcontractor Firm Names</u>	<u>Original Utilization Amount</u>	<u>Revised Utilization Amount Requested</u>
TOTAL		

It is understood that all vendors should have a listed amount (even if their value did not change) and that the total of the Original Utilization Amount should equal the total of the Revised Utilization Amount Requested, as the total contract value has not changed, simply the allocation for distribution.

The reasoning for the above change in utilization is as follows:

We intend this change be reflected on the Utilization Reporting Form starting with Invoice No.

_____.

Thank you,