

## APPENDIX C: APPROVAL TO EXTEND A CONTRACT

### Guidance Notes

- a) In normal circumstances it is only possible to extend a contract where such a provision is included in the original terms and conditions.
- b) In exceptional circumstances, it is possible to extend a contract even where there is no provision for such an extension within the original terms and conditions; however advice should be sought from the Welland Procurement Unit before taking such action.

Name of Officer seeking approval	
Service area	
Contract title	
Description of contract (supporting documentation may be attached)	
End date of initial term	
Allowable extension period (as defined in the Terms and Conditions)	
Requested extension period	
Reason for extension request	
<b>If</b> there is no provision for an extension in the original terms and conditions:	
Has the advice of the Welland Procurement Unit been sought?	
Has the Welland Procurement Unit agreed that the Regulation requirements for such an extension have been met?	
What is the % value of the proposed extension?	

### Authorisation

Head of Service/Director Authorised:                      Yes        No   

Reason for Rejection (if applicable):

Signature

Print Name

Date