

# REQUEST FOR **CHANGE** TO PROJECT EXEMPTION CERTIFICATE

Please use this form if a change is needed for the project cost,  
completion date, and/or new contractor/vendor

To: **DIRECTOR OF PURCHASING**

A change to a Project Exemption Certificate is needed for:

- (A) Current PEC #: \_\_\_\_\_
- (B) Project No. (if applicable) \_\_\_\_\_
- (C) Project Manager: \_\_\_\_\_
- (D) Location: \_\_\_\_\_
- (E) Additional Project Cost: \_\_\_\_\_  
**(THE **ADDITIONAL** AMOUNT FOR THIS CHANGE REQUEST)**
- (F) Revised Estimated Completion Date: \_\_\_\_\_
- (G) List Name, Address, and email contact of Contractor to be Added:

\_\_\_\_\_  
Washburn University Project Representative

\_\_\_\_\_  
Date

.....  
Purchasing Use

Date submitted to KDOR \_\_\_\_\_

PEC Certificate Received \_\_\_\_\_

Sent to WU Rep \_\_\_\_\_