

**MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM PCA 02-003
RECORDING OF CONTRACT MODIFICATIONS
November 12, 2002**

References:

None.

Purpose:

To establish uniform procedures for the recording of contract modifications on the purchase order document.

Definitions:

None.

Policy Statement:

To establish the procedures for the recording of contract modifications on purchase orders.

Procedure:

If the purchase order is open, all contract modifications shall occur as a purchase order modification to the original purchase order.

If the purchase order in question is closed, a new purchase order will be generated to record the contract modification.

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POLICY DIRECTIVE NO. PCA 02-003

Approved:

Daniel A. Coleman, J. D.
Director of Procurement and Contract Administration

Approved:

Robert M. Bell
Chief Judge, Court of Appeals