# Framework Order Templates

1. 55’s must use the following templates
2. For the 55’s that will be used university or system-wide, it is important that you use the following address code: 838718. This will take out Purchasing’s or the department’s ship to and bill to addresses and replace it with statements that note that each individual department will supply the vendor with the correct ship to and bill to addresses.
3. When renewing a framework order please retain the original validity date and only change the date you are extending it to.
4. If terms will be included in the PO, please put them in the text area “text after line item.”
5. See the three templates below for Notice of Award, Notice of Extension and Amendment.

**NOTICE OF AWARD**

Validity period: xx/xx/xxxx - xx/xx/xxxx

Extensions: \_\_\_ additional periods of \_\_\_ year each with written mutual agreement. *(Please use numerals instead of spelling the numbers)*

Vendor Contact

Rep's Name:

Phone:

Email:

This agreement is extended to all University of Tennessee campuses and institutes, agencies with the State of Tennessee and other Tennessee public universities.

Items listed below will not be purchased at one time but over the term of the agreement.

This agreement is based on the following:

1.

2.

Any questions regarding this agreement should be directed to *buyer’s name* at *buyer’s email addres*

**NOTICE OF EXTENSION**

Original validity period: xx/xx/xxxx - xx/xx/xxxx

Current validity period: xx/xx/xxxx - xx/xx/xxxx

Extensions: \_\_\_ additional periods of \_\_\_ year each with written mutual agreement. *(Please use numerals instead of spelling the numbers)*

Vendor Contact

Rep's Name:

Phone:

Email:

This agreement is extended to all University of Tennessee campuses and institutes, agencies with the State of Tennessee and other Tennessee public universities.

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**AMENDMENT**

*State reason for amendment*

Original validity period: xx/xx/xxxx - xx/xx/xxxx

Current validity period: xx/xx/xxxx - xx/xx/xxxx

Extensions: \_\_ additional periods of \_\_ year each with written mutual agreement. *(Please use numerals instead of spelling the numbers)*

Vendor Contact

Rep's Name:

Phone:

Email:

This agreement is extended to all University of Tennessee campuses and institutes, agencies with the State of Tennessee and other Tennessee public universities.

Items listed below will not be purchased at one time but over the term of the agreement.

This agreement is based on the following:

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Any questions regarding this agreement should be directed to *buyer’s name* at *buyer’s email address*