# Purchase Order Extension Email Template

**Under Vendor-only email notifications**

1st Vendor Extension Notification

The agreement referenced above is expiring soon. The agreement provides that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms. When applicable, we are requesting that all items be extended for a one-year period. However, if you can extend some items but not all items, please provide a line item listing of those items you are declining to extend. Please provide documentation for any proposed changes.

Please indicate your acceptance or rejection of this extension by responding to this email. You are advised, however, that all parties must agree to extend the agreement for this additional period of time, otherwise the agreement will expire. Only the University’s official purchase order is binding on the University, and this renewal is not binding until the University issues a purchase order for this renewal.

When responding to this notice, suppliers must provide any price increase or decrease applicable to this purchase order.

2nd Vendor Extension Notification

This is the 2nd reminder that the agreement referenced above is expiring soon. If we do not hear from you before the expiration date, this agreement will expire and purchases can no longer be made under this agreement.

The agreement provides that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms. When applicable, we are requesting that all items be extended for a one-year period. However, if you can extend some items but not all items, please provide a line item listing of those items you are declining to extend. Please provide documentation for any proposed changes.

Please indicate your acceptance or rejection of this extension by responding to this email. You are advised, however, that all parties must agree to extend the agreement for this additional period of time, otherwise the agreement will expire. Only the University’s official purchase order is binding on the University, and this renewal is not binding until the University issues a purchase order for this renewal.

When responding to this notice, suppliers must provide any price increase or decrease applicable to this purchase order.

Final Vendor Extension Notification

This is the final reminder that the agreement referenced above is expiring soon. If we do not hear from you before the expiration date, this agreement will expire and purchases can no longer be made under this agreement.

The conditions of the agreement that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms. When applicable, we are requesting that all items be extended for a one-year period. However, if you can extend some items but not all items, please provide a line item listing of those items you are declining to extend. Please provide documentation for any proposed changes.

Please indicate your acceptance or rejection of this extension by responding to this email. You are advised, however, that all parties must agree to extend the agreement for this additional period of time, otherwise the agreement will expire. Only the University’s official purchase order is binding on the University, and this renewal is not binding until the University issues a purchase order for this renewal.

When responding to this notice, suppliers must provide any price increase or decrease applicable to this purchase order.

**Department only email notifications**

1st Departmental Renewal Notification

The purchasing agreement referenced above is expiring soon. The agreement provides that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms.

If extended for an additional period, you will receive a new copy of the purchase order.

Please indicate your acceptance or rejection of this extension by responding to this email.

If you do not wish to extend this for an additional year, please include reasons for not extending.

2nd Department Renewal Notification

This is the 2nd reminder that the agreement referenced above is expiring soon. If we do not hear from you before the expiration date, this agreement will expire and purchases can no longer be made under this agreement.

The agreement provides that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms. If extended for an additional period, you will receive a new copy of the purchase order.

Please indicate your acceptance or rejection of this extension by responding to this email.

If you do not wish to extend this for an additional year, please include reasons for not extending.

Final Department Renewal Notification

This is the 3rd and final reminder that the agreement referenced above is expiring soon. If we do not hear from you before the expiration date, this agreement will expire and purchases can no longer be made under this agreement.

The agreement provides that, if both parties agree, it may be extended for an additional period of one year at the same prices and terms. If extended for an additional period, you will receive a new copy of the purchase order.

Please indicate your acceptance or rejection of this extension by responding to this email.

If you do not wish to extend this for an additional year, please include reasons for not extending.