
Regional Education Service Agency (RESA) Mega Contract Change Request Form

Reminders

Use this form to cancel or change previously requested and/or approved RESA Mega Contract services, provided that the total dollar amount does not increase. If the dollar amount increases, the program office must submit a new RESA Mega Contract Request Form.

PRIMARY CONTACT AND REQUEST INFORMATION	
Program Office	
Primary Contact Name	
Request Number	
Purchase Order Line(s)	

TYPE OF CHANGE REQUEST	
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Location(s)
<input type="checkbox"/> Date(s)	<input type="checkbox"/> Individual(s)
<input type="checkbox"/> Other	

DESCRIPTION/JUSTIFICATION FOR CHANGE REQUEST

Program Office Director Signature

Date

DIVISION OF PROFESSIONAL DEVELOPMENT USE ONLY	
Date Received	
Date Processed	

