

WEX MEMORANDUM OF AGREEMENT MODIFICATION

Agreement Number: _____
Modification Number: _____

Name, Address & Phone No. of Cooperating Agency:

Signature _____

Date _____

Name/Title _____

Name, Address & Phone No. of Administering Agency:

Signature _____

Date _____

Name/Title _____

I certify by my signature above that I am authorized to sign this MOA and commit the cooperating agency to the agreement, Article I, and attachments, which are part of the agreement.

I certify by my signature above that I am authorized to sign this MOA and commit the administering agency to the agreement, Article II, and attachments, which are part of the agreement.

Others Authorized to Sign Agreements/Invoices (or additional signature)

Signature _____

Date _____

Name/Title _____

Others Authorized to Sign Agreements/Invoices (or additional signature)

Signature _____

Date _____

Name/Title _____

Description of Modification(s) (Attach Training Summary, if applicable):

Directions for completing the WEX Memorandum of Agreement Modification

1. Memorandum of Agreement - Enter assigned contract number (refer to original contract).
2. Modification Number - Enter modification number.
3. Enter Name, Address & Phone Number of Cooperating Agency
5. Enter Name, Address & Phone Number of Administering Agency
6. Signatures - Obtain signatures of persons authorized to commit the Cooperating Agency and Administering Agency to the modification. If an additional signature is needed to authorize another person to sign, use this modification form.
7. Beginning and Ending Dates of MOA - Enter MOA or revised agreement period.
8. Description of Modification - Describe the purpose of the modification, i.e., extending the training period ending date, deobligating or increasing funds, correcting errors made in the initial contract, obtaining new or additional authorized signatures, terminating agreements which will not be completed, etc.)

Attach a revised Training Summary if needed.

9. Page Number - Enter the total number of pages of the modification, including any supplemental page(s) which are a part of the modification.