

APPENDIX D MOU ADDENDUM/ AMENDMENT

- I. [Here](#) is a template amendment to an MOU, which is most common for changes to an MOU. Use of this template is not mandatory. The template is being made available for those who find it helpful.
- II. Issuance of an amendment or an addendum is strongly encouraged whenever the parties to the MOU agree upon a material change to the existing MOU, or agree to a new provision. Contact Administrative Policies and Business Contracts (APBC) for clarity on whether to use an Amendment or an Addendum.
- III. There is no specific limit to the number of addenda/amendments that may be issued relevant to a particular MOU.
- IV. Any questions or concerns should be directed to:
 - [Ryan Harms](#), Principle Analyst – [Administrative Policies & Business Contracts](#), 510-987-0696 or ryan.harms@ucop.edu
 - [Robin Sanchez](#), Interim-Director – [Administrative Policies & Business Contracts](#), 530-750-1235 or rgsanchez@ucanr.edu