

## Instructions for RUS Form 238

### **CONSTRUCTION OR EQUIPMENT CONTRACT AMENDMENT**

This form is used for amendments.

The instructions for submitting this form (if required) are included in 7 CFR 1726, Electric System Construction Policies and Procedures.

This form is completed by the Owner/Engineer based on information provided by the Contractor.

*Page 1*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Item 1	Enter Owner's RUS designation (e.g., AL001)
Item 2	Enter the amendment date
Item 3	Enter the amendment number.
Item 4	Enter the contract number.
Item 5	Indicate if a bond extension is attached.
Item 6.a	Enter the original completion or delivery date.
Item 6.a	Enter the amended completion or delivery date.
Item 7	Enter the reason(s) for the amendment.
Item 8	Enter the amount of the original contract price and any subsequent amendments (including this amendment.)
Next 2 Blanks	Enter the amount of the contract amendment in the appropriate blank.
Next 2 Blanks	Indicate whether the amendment requires RUS approval (see 7 CFR 1726 for criteria.)
Signature Block	Enter the names of the Engineer, Contractor, and Owner in the appropriate blanks. (Sign printed copy.)

*Page 2*

<b>Fld Name / Item No.</b>	<b>Instruction</b>
Item 1	Enter Owner's RUS designation (e.g., AL001)
Item 2	Enter the contract number.
Column 1	Enter the Item Number.
Column 2	Enter the amendment number in the heading. Enter the reason(s) and description of the amendment item.
Columns 3-5	Enter cost changes in the column(s) indicated.