

SAMPLE RENEWAL BY LETTER
(SUBMISSION SHOULD BE ON LETTERHEAD)

_____, Esquire
University Legal Counsel
State System of Higher Education
Dixon University Center
Harrisburg, PA 17110

RE: RENEWAL OF SPC 983059-1R

Dear Attorney _____:

By mutual agreement of _____ University of Pennsylvania and John Doe, d/b/a John's Computers, the Service Purchase Contract No. 983059 is to be renewed for one year commencing July 1, 2001 through June 30, 2002. The right to renew this contract was reserved in the original SPC, which is attached for your review.

The rate of service for the renewed contract period is identical to the initial rate and no provision of the original contract is modified other than the effective and termination date noted above. These new dates do not exceed a total contract length of five years and all parties understand that this renewal is not effective until approved by appropriate Commonwealth Attorneys. All other provisions of the original contract are to remain in full force and effect.

Title: _____

John Doe d/b/a John's Computers

University of
Pennsylvania

Date: _____

Date: _____

Approved as to Form and Legality:

University Legal Counsel

Date: _____