

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
PERSONAL/PROFESSIONAL SERVICES CONTRACTS**

*DAS DIVISION TRANSMITTAL NOTICE*

(Submit with each PSK or A & E Contract or Amendment)

**RE: Approval of Personal/Professional Service Contract**

**DATE:** \_\_\_\_\_

TO: **Larry Wright**  
Contracts Manager  
DAS Office of Business Administration  
155 Cottage Street, NE  
Salem, OR 97301-3972  
Office: (503) 378-4922  
Fax: (503) 373-1273  
[Larry.w.wright@state.or.us](mailto:Larry.w.wright@state.or.us)

**Return to:** (Division Coordinator)

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Division:** \_\_\_\_\_  
\_\_\_\_\_

**Please indicate the following: If this is a new PSK or A & E contract complete 1, 2, 3 and 4 (and 5 if applicable)**

**If this is an amendment to a current PSK or A & E contract complete 1, 6 and 7**

**1. Original Contract Value:** \$ \_\_\_\_\_

- 2 Contract Attachments:**
- Electronic VIP Justification # \_\_\_\_\_  
# of Original contract copies
    - Agency File (OBA Contracting Section)
    - Contractor
    - Division File
    - State Procurement Office if value is more than \$75,000
  - Signature page identifiers
  - Self Address Return Envelope

**3. PCA :**  # \_\_\_\_\_

**4. Object Code:**  # \_\_\_\_\_

**5. Project Number (if applicable):**  # \_\_\_\_\_

**6. Contract Amendment Value:** \$ \_\_\_\_\_

- 7. Amendment Attachments:**
- # of New Amendment copies plus updated justification showing amendment
    - 1. Agency File (OBA Contracting Section)
    - 2. Contractor
    - 3. Division File
    - 4. DAS State Procurement Office if original value was more than \$ 75,000.

**Comments:**

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