**REQUEST TO CANCEL AN AGENCY CONTRACT**

Contracts ending early by the mutual consent of both parties shall use the contract amendment form to end the contract. This form is for situations when an agency determines that they need to cancel an agency contract. The agency shall review the contract terms and conditions and work with their AAG. If cancellation is because of cause, State Purchasing agents should refer the agency to the Deputy Director responsible for legal processes.

Agency must send an email to [purchasingcontracts@utah.gov](mailto:purchasingcontracts@utah.gov) with the contract number in the subject and include:

1. This document
2. The cancellation letter sent vendor which must contain authorized agency signature;
3. An AAG memo/email acknowledging that s/he has reviewed the cancellation letter and that the cancelation was completed according to the terms and conditions of the contract; and
4. Proof that the letter was delivered to the vendor. This can be an automated email response received when the email is opened, a copy of a registered mail receipt, a FedEx notification of deliver, or a response from the vendor.

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| --- | --- |
| State Entity | Click here to enter text. |
| Name of Individual Supplying Information | Click here to enter text. |
| **INFORMATION ABOUT THE CONTRACT** | |
| Contract # | Click here to enter text. |
| Vendor | Click here to enter text. |
| Beginning Date of Contract | Click here to enter text. |
| End Date of Contract | Click here to enter text. |
| Contract Spending Limit | Click here to enter text. |
| Available Amount on Contract in FINET | Click here to enter text. |
| Brief Explanation of Cancellation | Click here to enter text. |
| Date Requesting Contract to End | Click here to enter text. |

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| **INFORMATION ABOUT THE SOLICITATION (Filled in by the Utah Division of Purchasing)** | |
| Solicitation Number | Click here to enter text. |
| Date of Award of Contract | Click here to enter text. |
| Notes:  Click here to enter text. | |

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| **TO BE COMPLETED BY STATE PURCHASING** |
| I have reviewed the request and accompanying documentation and recommend moving forward with the agency’s request.  Approval to Move Forward: Date: |