**AGENCY BLANKET ORDER TRACKING AND RENEWAL REQUEST**

ORIGINAL P.O. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONTRACT PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (# OF MONTHS) \_\_\_\_\_\_\_\_\_\_\_

FIRST RENEWAL P.O. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONTRACT PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (# OF MONTHS) \_\_\_\_\_\_\_\_\_\_\_

FINAL RENEWAL SHOPPING CART # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CONTRACT PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (# OF MONTHS) \_\_\_\_\_\_\_\_\_\_\_

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CONDITIONS FOR RENEWAL:

\_\_\_\_PO has renewal options remaining, not to exceed 36 months

\_\_\_\_Shopping Cart Pricing matches last Purchase Order pricing

\_\_\_\_Any Quantity Changes requested are noted on the Shopping Cart

\_\_\_\_Change Orders previously issued have been taken into account

\_\_\_\_Agency was satisfied with Vendor’s performance

\_\_\_\_No specifications or scope of work have changed, no new lines added

ADDITIONAL COMMENTS: Approximate Annual $ Value: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Agency signature Date

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Print Name & Job Title

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Email Address / Phone Number