

# Non Substantive Change Request

**Approved By**

Randy.Cole

**Approved Date**

12/18/2014 5:05:44 PM

**Controlling Board Number**

OSU0100652

**Agency Code Submitted From**

OSU01

**User Submitted By**

rosemary.x.wade

**Did User Upload any Attachments?**

NO

**Shorttitle**

FY15 OSC Staff Computer Upgrade

**Change Description**

OSC0100652 was approved 10/7/14 for OSC to contract with Diversatec Resources, Inc. Diversatec is a STS vendor (533268-2-12). On 10/8/14, I created requisitions 0000002643 and 0000002644 and on 10/9/14 PO#s 0000002918 and 0000002919 were dispatched. The purchase orders were marked &#8220 complete&#8221before I was able to voucher against them. I created new requisitions, 0000002691 and 0000002692 on 12/8/14, and now learned the STS Contract 5333268-2-12 expired on 12/1/14. The Non substantive change is requested to use STS Contract 534486-3.