Entering Design Amendment

Interscope + Training

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For projects that have **full SCO oversight**, *SCO will enter the design amendments*.

This section is intended for non-SCO users to enter University “download,” Community College, or any informal project design contract amendments.
Entering a Design Amendment

Navigate to the design contract, select the ‘Amendments’ tab, and click on ‘Add Amendment’.
Entering a Design Amendment

It shows the Current contract amount, the Financial Worksheet Summary, Amendment Fees and Funds and Amendment Dates. Enter only the changes to the Fees and Target Funds necessary for this amendment. These changes will be added to the existing contract. A description of the amendment is required. Enter the appropriate dates and
and it takes you back to the ‘Contract Amendments’ tab and shows you the results of the amendment.
On the ‘Detail’ tab, it shows the updated Current Design Contract Design Fee and updated Total Committed.
Entering a Design Amendment

And on the ‘Project Financial Worksheet’ it shows the Revised Contracts amount.

Worksheet Summary

Assigned Funds: $120,000.00
Total Estimated Cost: $118,000.00
Estimated Surplus (Need): $2,000.00

Assigned Funds: $120,000.00
Total Committed: $10,500.00
Available to Commit: $109,500.00

Worksheet Detail

<table>
<thead>
<tr>
<th></th>
<th>Estimated Cost</th>
<th>Original Contracts</th>
<th>Revised Contracts</th>
<th>Expended</th>
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<tbody>
<tr>
<td>Design Fee $</td>
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<td>Construction $</td>
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<td>Total</td>
<td>$118,000.00</td>
<td>$10,000.00</td>
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</tbody>
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For More Training Presentations

Please visit our website at https://ncadmin.nc.gov/businesses/construction/interscope
And search under “Training Materials”
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