



**CONTRACT EXTENSION LETTER**

**Date:** May 05, 2023  
**Contract #:** UCPJMU5788  
**Service:** University Banking Services  
**Extension Period:** Extension period shall be from 06/03/2023 through 08/01/2023  
**Issued By:** James Madison University  
Leah Frank, Procurement Team Manager Ph: 540-568-3134  
Fx: 540-568-7935

**Contractor:** Bank of America  
Attn: Kevin Larkin  
1111 E. Main Street  
Richmond, VA 23219 Ph: (757) 616-2174

**Contract Administrator:** Tish Leeth, Finance

**Description of Extension Notice:**

In accordance with the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors all terms, conditions, and specifications of the original contract remain the same during the contract extension period, along with any modifications that may have been incorporated up to this point. The contract pricing for this extension period will remain the same.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed extension notice to my attention within ten days.

**Bank of America**  
By:   
Kevin Larkin

*Name (print)*  
Senior Vice President, Market Leader 5/22/23  
Title Date Signed

**James Madison University**  
By:   
Leah Frank, VCO, CUPO

*Name (print)*  
Procurement Team Manager 5/5/2023  
Title Date Signed