

AIMS

AMENDMENT --Incoming Agreement Trust Fund / Reimbursable Agreements

1. Go to the top of the 416/417 Records screen. Click **[Forms]** and enter **[Agreement Info (AIMS)]**. **USE "CAPS" LOCK.**

[Comments] Type in the following (depending on the reason for the amendment):

AMENDMENT NO. ____ IS ISSUED FOR THE PURPOSE OF ADDITIONAL FUNDING OF \$_____ FOR A NEW TOTAL OF \$_____ AND AN EXTENSION TO xx/xx/xxxx.

ADDITIONAL FUNDING AND TIME ARE NEEDED TO (enter reason)

.....

2. Exit and return to the top of the Agreement Information screen. Click **[Print]** and enter **[Create REE 451 with Comments]**. Print and review for accuracy prior to submission.
3. Return to 416/417 list screen or the Incoming Agreements Records screen and enter **[Signature]** for approval.

**** When funds are being added, please enter the correct accounting code on the accounting tab. If code is unknown, contact your Financial Technician.