



## CONSTRUCTION CHANGE ORDER SUMMARY

Change Order No.: \_\_\_\_\_ Contract No.: \_\_\_\_\_  
Project: \_\_\_\_\_ Vendor Name: \_\_\_\_\_  
Department: \_\_\_\_\_ Vendor Code: \_\_\_\_\_  
Division: \_\_\_\_\_  
Date: \_\_\_\_\_

The following changes to the above contract are hereby made based upon the following justification  
(Attach itemized cost changes): \_\_\_\_\_

### SUMMARY

Original Contract Amount	\$_____	Original Start Date (NTP)	_____
Previous Additions	\$_____	Original Contract Period	_____ days
		Previous Additional Time	_____ days
Current Contract Amount	\$_____	Current Completion Date	_____
This Change Order	\$_____	This Change Order	_____ days
		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
New Contract Amount	\$_____	New Contract Period	_____ days
Cumulative Percent		New Completion Date	_____
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	_____ %		

### OUTSIDE APPROVALS:

#### CONTRACTOR APPROVAL:

\_\_\_\_\_  
Firm

By: \_\_\_\_\_  
Signature Date

#### ARCHITECT/ENGINEER APPROVAL:

\_\_\_\_\_  
Firm

By: \_\_\_\_\_  
Signature Date

#### CONSULTANT APPROVAL:

\_\_\_\_\_  
Firm

By: \_\_\_\_\_  
Signature Date

### INTERNAL APPROVALS:

\_\_\_\_\_  
Project Manager Date

\_\_\_\_\_  
Project Administrator/Supervisor Date

\_\_\_\_\_  
Agency Fiscal Representative Date

\_\_\_\_\_  
Director of Department Date

\_\_\_\_\_  
Director of Procurement Services Date

\_\_\_\_\_  
Chief Administrative Officer Date

**\*\*Signature of this document by the Requesting Department's Director or designee confirms that funding is available in the project budget for the above price increase and that this Change Order is in compliance with the requirements of Purchasing Policy No. 36, Construction Change Orders.**