



Construction Contract Change Order Form

Project Information

<i>Project Manager</i>	<i>Department</i>	<i>Date</i>
<i>Project Name</i>	<i>Munis Project Number</i>	
<i>Purchase Order Number</i>	<i>Entered in Munis By</i>	
<i>Work Order Number</i>	<i>Change Order Number</i>	
<i>Contracting Company/Vendor</i>	<i>Expense Account Number(s)</i>	
<i>Location/Council District(s)</i>		
<i>Asset Cost - Original</i>	<i>Asset Cost - Revised</i>	

Tabulation Information

Original PO / Contract Amount	
Previous Change Order Total	
Sub-Total	
This Change Order Amount*	
Revised PO / Contract Total	

**See page 3 for additional information and approvals for amounts exceeding 10% or \$150,000*

Request

It is hereby mutually agreed that when this change order has been signed by the contracting parties, the following described changes in the work required by the contract shall be executed by the contractor without changing the terms of the contact except as herein stipulated and agreed.

Project Manager/Engineer's description and explanation of proposed revision:

Date *Munis Project Number* *This Change Order Amount* *Revised Contract Total*

Change Order Accepted and Approved By

Contractor or Representative's Name (please print)

Contractor or Representative's Signature

Date

STP Approvals for Change Orders

Project Manager

Date

STP Department Director

Date

Grants Department (if applicable)

Date

Additional Information and STP Approvals for Change Orders Exceeding 10% or \$150,000

Project Manager: brief description of original contract scope:

District Attorney - 22nd JDC District, Civil Division

Date

Administration

Date

