

Change Order Process

- 1- Contractor assembles all pricing (including pricing from subs and vendors). Pricing must be on letterhead of company performing work and breakdown of costs must be on Change Order Form.
- 2- Contractor submits two (2) copies of pricing and backup to Professional for review.
- 3- Professional reviews PROMPTLY and prepares recommendation. Professional sends two (2) copies of recommendation to Project Manager with two (2) copies of Change Order Form and backup.
- 4- Project Manager completes Change Order Request Form, located on VOL1/Contr.Adm folder/Adminfol/Change Order Info/CO Request, and forwards, along with two (2) copies of backup, to Contract Administration for processing.
- 5- Contract Administration forwards one (1) copy of the final Change Order to Contractor for signature. The executed Change Order must be returned to Contract Administration for processing.
- 6- After Contract Administration obtains all necessary University signatures, a fully executed Change Order is sent to the Contractor. The Contractor may bill for the Change Order on the next payment following receipt of the fully executed Change Order.