

Provo City School District

Policy Series 6000 Finances and Operations

6210 F7

CHANGE ORDER

A LEGAL INSTRUMENT

DATE: _____

P.O.#: _____

CHANGE ORDER #: _____

PROJECT NAME (LOCATION AND/OR DESCRIPTION): _____

CONTRACTOR COMPANY NAME: _____

THIS LEGAL DOCUMENT INDICATES AGREEMENT UPON ALL OF THE FOLLOWING CHANGES TO THE EXISTING CONTRACT (PURCHASE ORDER):

1. A CHANGE IN THE WORK (SPECIFICATIONS) AS PER THE FOLLOWING DESCRIPTION.
DESCRIPTION MUST BE SPECIFIC AND LISTED HERE. ATTACH DOCUMENTATION, DRAWINGS, ETC. IF NECESSARY.

2. AMOUNT OF THE ADJUSTMENT IN THE CONTRACT SUM.* \$ _____

*AMOUNT MUST BE PROPERLY ITEMIZED AND SUPPORTED BY SUFFICIENT SUBSTANTIATION DATA TO PERMIT EVALUATION.
ATTACH DOCUMENTATION IF NECESSARY.

NOTE: ANY INCREASE IN CONTRACT PRICE MUST INCLUDE A CORRESPONDING INCREASE IN PERFORMANCE AND PAYMENT BONDS.

ORIGINAL P.O. AMOUNT: \$ _____

TOTAL CHANGE BY PREVIOUS CHANGE ORDERS: \$ _____

NEW CONTRACT TOTAL AMOUNT: \$ _____

3. ADJUSTMENT IN THE CONTRACT TIME, IF ANY.
NUMBER OF CALENDAR DAYS: _____

NOT VALID UNLESS SIGNED BY PURCHASING

Originator	Purchasing	Business Administrator	Superintendent
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____	Date: _____