

CONTRACT CHANGE ORDER

Change Order No. _____ Date _____ DCM (BC) # _____ (required)
PSCA # _____ (required)

TO: Contractor Company Name & Address:	PROJECT:
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TERMS: You are hereby authorized, subject to the provisions of your Contract for this project, to make the following changes thereto in accordance with your proposal(s) dated _____.

FURNISH the necessary labor, materials, and equipment to *(Description of work to be done or changes to be made. If the description is continued in an attachment, identify the attachment below.)*:

Description continued from Page 1:

ORIGINAL CONTRACT SUM \$ _____
NET TOTAL OF PREVIOUS CHANGE ORDERS \$ _____
PREVIOUS REVISED CONTRACT SUM \$ _____
THIS CHANGE ORDER WILL **INCREASE** **DECREASE**
THE CONTRACT SUM BY \$ _____
REVISED CONTRACT SUM, INCLUDING THIS CHANGE ORDER \$ _____

EXTENSION OF TIME resulting from this Change Order: None or _____ Calendar days

The amount of this Change Order will be the responsibility of _____

(Owner and/or PSCA)

The Owner does hereby certify that this Change Order was executed per the provisions of Title 39, Code of Alabama, 1975, as amended.

CONTRACTING PARTIES

_____ Architectural/Engineering Firm

Recommended By _____

Name & Title _____

_____ Contractor Company

By _____

Name & Title _____

_____ Local Owner Entity

By _____

Name & Title _____

ALABAMA PUBLIC SCHOOL & COLLEGE AUTHORITY

By _____ Date: _____

Governor and President of Authority

CONSENT OF SURETY (for additive \$ change orders only)

_____ Surety Company

By _____

(Attach current Power of Attorney)

Name & Title _____

APPROVALS

**ALABAMA DEPARTMENT OF FINANCE,
REAL PROPERTY MANAGEMENT
DIVISION OF CONSTRUCTION MANAGEMENT (DCM)**

By _____

Director

Reviewed By _____

Contract Administrator

For DCM office use only:

- _____ PSCA funds are available to fund this change order.
- _____ PSCA funds will not be used to fund this change order.

Review/Signature flow: Architect/Engineer (prepare documents) > Contractor (review and sign) (> Surety for additive \$ change orders only [sign]) > Architect/Engineer (review and sign) > Local Owner (review and sign) > DCM (review and sign) > Finance-Legal > Governor (review and sign) > DCM (distribute fully executed Change Order to all parties).