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# CONTRACTS CHANGE ORDER

*PROCEDURES*

## POLICY:

Issued: December 2019 Rev: 4/21/2022

## PURPOSE:

To prepare a change order to the Binding Agreement for the supply of goods or services at an accepted, agreed, or fixed price by the University and the Vendor.

## DEFINITIONS:

Capital Projects Accountant (CPA) Project Manager (PM)

Construction Management System (PMWEB) Project Coordinator (PC)

## POLICY GUIDELINES:

1. PM submits a PCO Reason and Terms Form, proposal and supporting documentation to PC for processing in PMWEB.
2. PC for the assigned PM enters PCO into PMWEB. PC notifies CPA of the online change request in PMWEB via an email or a PMWEB notification
3. CPA will generate a change order in PMWEB, save a draft copy to the Projects/Cost Management/Contracts folder.
4. CPA will scan the proposal and save to the Projects/Cost Management/Contracts folder.
5. CPA will combine the supporting documentation of the change order and proposal and submit in PMWEB for approvals.
6. The PM approves the change order, or returns to the CPA for corrections.
7. Once approved, the CPA emails the change order to vendor for signature via Docusign.
8. Once the signed change order is received from the vendor, the CPA will submit in PMWEB for final approvals.
9. When Change Order is fully executed;
   1. The fully executed change order will be saved in the appropriate financial project folder on the g-drive.