



CHANGES TO THE CONTRACT

[Change Orders, State Force Orders, Extra Work Orders & Supporting Data Sheet]

FORM NUMBER 2002 Specification Number Construction Manual Section	CCO: 734-1169, EWO: 734-3208, SFO: 734-1105, Supporting Data: 734-1882 00140, 00195, 00196, 00197 Section 15-1
Who Initiates Form?	Project Manager
When is the Form Processed?	Project Manager completes the appropriate change order forms (including the Supporting Data Sheet) when changed or extra work is identified and prior to the work starting. All forms must be typed.
Action Required by Project Manager	Project Manager will compile the CCO, EWO, or SFO and either recommend approval or approve (<i>if within delegated authority level</i>). Forward forms and supporting documentation to CPM or Area Manager as appropriate.
Action Required by ODOT Consultant Project Manager and/or Local Agency Liaisons	CPM/Liaison will review and/or approve as defined by current authority levels. Forward to Area Manager.
Additional Action Required	Construction Section will add to contractor payment system and distribute fully signed forms to PM, CPM, Contractor, and others as appropriate.

NOTES:

A completed Supporting Data Sheet is required with each CCO, EWO or SFO. Change Orders (CCO, EWO, SFO) cannot be paid until approved and entered into the Contract Payments System main database by the Construction Section. The PM will be notified when the change order is approved and payment can be made.