

Change Order Summary Report

SPA			User Agency	
Project Title			Location	
SBC No.			Subprojects	<input type="checkbox"/> Single <input type="checkbox"/> Multiple
	Bid Target	MACC	Contingency	% of Bid Target:
Master Project				
Subproject #				

Undedicated Funds		Provide a summary of sources of undedicated project funds:

Designer			Construction Completion %						
Contractor			Target Substantial Completion						
Base Contract Amt			This Change Order #				Total Change Orders (including this one)		
Initiating Entity	Cause	Time	Cost	% BCA	Time	Cost	% BCA		
External Factors	Hidden Conditions								
	Codes (provide code regulation)								
	Unavoidable Delays								
Designer	Error								
	Omission								
Owner/User Agency	Schedule Modifications								
	Design Modifications								
	Added Scope								
	Cost Efficiencies								
	Value Added								
TOTAL									
Total Change Orders (including this one)									
Revised Contract Amount									

Provide a summary justification for the current Change Order to be approved:	
Provide a summary justification for all Change Orders initiated by:	
External Factors:	
Designer:	
Owner/User Agency:	

Submitted by: _____

Date: _____