

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
Master Project			% of Bid Target:
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: _____