



CONTRACT CHANGE ITEM INPUT FORM

**DEPARTMENT OF
CONTRACT MANAGEMENT**

PROJECT MANAGER										DATE	
PROJECT NUMBER											
PROJECT DESCRIPTION											
LOCATION (S) (Only if not all locations of a various project)											
ITEM NUMBER (CPR #)				LEAVE BLANK							
ORIGINATOR CODE				SEE "ORIGIN" IN LEGEND							
ACTION CODE				**A or C or C/A for \$ and time							
TYPE CODE				SEE "TYPE" IN LEGEND							
CAUSE CODE				SEE "CAUSE" IN LEGEND							
\$ AMOUNT REQUESTED \$										CREDIT	CHECK APPLICABLE
\$ AMOUNT APPROVED \$										EXTRA	BOX
# DAYS REQUESTED										CREDIT	CHECK APPLICABLE
# DAYS APPROVED										EXTRA	BOX
WHAT IS TO BE CHANGED & WHY IS CHANGE NECESSARY?											
<hr/> <hr/> <hr/> <hr/>											
Review & Inspection Firm Approval: Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____											
Approver's Name _____ Signature _____											
If not approved, why? _____											
<hr/> <i>Projected Completion Date</i> _____ or <i>Staff Authorization Date</i> _____ or <i>Substantial Completion Date (Form 5463)</i> _____											
This change item, as agreed, is for all costs and time associated with the work including on site overhead, such as, but not limited to, office trailer, phone, temporary electric, supervision, Bond, etc. No home office costs beyond the contractually allowed profit and overhead will be considered. (Contractor)											
SIGNATURES :											
_____ <i>(Architect/Engineer Recommends Only)</i>			_____ <i>(Project Manager)</i>			_____ <i>(Region Executive Director)</i>			_____ <i>(Construction Officer/Designee)</i>		
LEGEND											
ORIGIN:				TYPE:				CAUSE:			
-- A/E -- Educational Fac. Plan. -- Project Manager -- M-DCPS Specialists/Depts. -- Contractor -- State DOE -- Maintenance Dept. -- User (Principal/Admin.) -- UBCI -- Asbestos Mgmt. -- Design Services (Group) -- Construction Manager				-- PA/E Error -- PA/E Omission -- Other -- Owner Request -- Scope Change -- Unforeseen				-- Contractor Default -- Contractor Error -- Contractor Request -- Design Builder Error -- Design Builder Omission -- Design Builder Default -- Design Builder Request -- Fastrack/Coord. Error -- Fastrack/Coord. Omission -- Inspection Delay -- Manufacturer's Delay -- Owner Delay -- Owner Omission -- Owner Request -- Reinstate Alternate -- Rain Delay -- Scope Change -- State Requirement/Local/City -- Unforeseen Conditions -- Utility Co. Delay -- Unit Price -- Clerical Error			
ACTION:											
-- Approve -- Confirm Staff/TRC Authorize -- Confirm/Approve											
** Must be under \$50,000 - Capital Improvement Projects approval levels are: Project Manager \$10,000, Supervisor \$20,000, Executive Director \$25,000, Chief Facilities Officer \$50,000.											

ALL SECTIONS MUST BE COMPLETED.