



Cañada College • College of San Mateo • Skyline College

## **CHANGE ORDER REQUEST FORM**

*Public Works Project - PWC 100 Form*

### **Project Information**

Contract Originator Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Description of Additional Work to be Performed: \_\_\_\_\_

Activity Code/Contract Execution Date:  
*(Use Activity Code, if unavailable use Contract Execution Date)* \_\_\_\_\_

Requisition #: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Original Contract Amount: \_\_\_\_\_

New Contract Amount:  
*(If contract amount has changed)* \_\_\_\_\_

New Total Project Cost: \_\_\_\_\_

### **Project Dates**

Original Estimated or Actual Completion Date: \_\_\_\_\_

New Estimated or Actual Completion Date: \_\_\_\_\_

## Change Order Request Form

*Multiple Accounting Distributions (FOAP's)*

**Use this form to request a Change Order on a Purchase Order which has multiple accounting distributions (FOAP's) and multiple sequences (commodity level accounting).**

**Instructions:**

- (1) Check your budget availability (FGIBAVL) before completing this request.
- (2) Review your Purchase Order's encumbrance balance (FGIENCD) to be certain that it is NOT in deficit. If sufficient budget is available and your PO isn't in deficit, proceed with the request.

- 1. Date of Request: \_\_\_\_\_
- 2. Purchase Order Number: \_\_\_\_\_
- 3. Name of Vendor: \_\_\_\_\_

	Current FOAP [Fund-Org-Acct-Program]	NEW FOAP [Fund-Org-Acct-Program]
<b>Accounting Distribution Information</b>		
4. Accounting Distribution (FOAP):	_____	_____
5. Accounting Distribution (FOAP):	_____	_____
6. Accounting Distribution (FOAP):	_____	_____
7. Accounting Distribution (FOAP):	_____	_____
8. Accounting Distribution (FOAP):	_____	_____
9. Accounting Distribution (FOAP):	_____	_____
10. Accounting Distribution (FOAP):	_____	_____
11. Accounting Distribution (FOAP):	_____	_____
12. Accounting Distribution (FOAP):	_____	_____

*\*Submit a Separate Multiple Change Order Form for more than 9 Accounting Distributions (FOAP)*

**Historical Financial Information (use FGIENCD to view previous changes)**

- 13. **Original** Purchase Order Amount (PORD):
- 14. **Previous** Change Order(s) (CORD):  *(if applicable)*
- 15. **Current** Purchase Order Balance (FGIENCD):

*\*If this Change Order Reflects a Decrease Include a Minus Symbol*

		[+] INCREASE OR [-] DECREASE Encumbrance	FROM: <i>(Original Amt)</i>	TO: <i>(NEW Amt)</i>
16.	Line Item Accounting Distribution (FOAP): # _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
17.	Line Item Accounting Distribution (FOAP): # _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
18.	Line Item Accounting Distribution (FOAP): # _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
19.	Line Item Accounting Distribution (FOAP): # _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
20.	<b>NEW Purchase Order Balance:</b> <i>(Current PO Balance +/- this Change Order)</i>	<input style="width: 150px;" type="text"/>		
21.	<b>NEW Purchase Order Amount:</b> <i>(Original Purchase Order Amount (PORD): +/- Previous Change Order(s) +/- this Change Order)</i>	<input style="width: 150px;" type="text"/>		

22. **Reason for Change:**

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- 23. Requested by: \_\_\_\_\_
- 24. College/Department: \_\_\_\_\_
- 25. Managerial Approval: \_\_\_\_\_