



Office of Management & Enterprise Services ■ Capital Assets Management ■ Construction and Properties

This document does **NOT** change the scope of construction or consultant contracts; an amendment (G802) or change order (G701) is required.

**TO:** State of Oklahoma  
OMES/CAM/CAP  
P.O. Box 53448  
Oklahoma City, OK 73152-3448  
[cap@omes.ok.gov](mailto:cap@omes.ok.gov)

**FOR PROJECT:**  
\_\_\_\_\_  
(CAP Project Number, if applicable) (Contract ID Number)  
\_\_\_\_\_  
(Peoplesoft Requisition Number) (Change Order Request #)  
\_\_\_\_\_  
(Purchase Order Number)

**ON BEHALF OF THE USING AGENCY:**  
\_\_\_\_\_  
(Using Agency Name) (Using Agency Requisition Number) (Business Unit Number)

**AND THE VENDOR** [General Contractor, Owner's Representative (Consultant), Construction Manager or Design-Builder]:  
Notify Vendor? Yes  No   
\_\_\_\_\_  
(PeopleSoft Vendor ID Number)  
\_\_\_\_\_  
(Company Name) (City, State ZIP)  
\_\_\_\_\_  
(Address) (Email, if notification requested) (Telephone Number)

**DETAILED JUSTIFICATION FOR CHANGE** (required):

FUNDING:		Line Item #:					Schedule #:								
Item ID	Description	From		To		Net Change (+ or -)									
	Unit Quantity														0
	Unit of Measure														
	Unit Price														\$0.00
	<b>Total Line Item Amount</b>														\$0.00
Dist. Line#	Amount/Qty.	Account	Sub Acct	Fund Type	Class Funding	Dept.	Bud Ref	CFDA	Prog. Code	Project	Activity	Src. Type	Oper. Unit	Difference (+ or - or same)	

FUNDING:		Line Item #:					Schedule #:								
Item ID	Description	From		To		Net Change (+ or -)									
	Unit Quantity														0
	Unit of Measure														
	Unit Price														\$0.00
	<b>Total Line Item Amount</b>														\$0.00
Dist. Line#	Amount/Qty.	Account	Sub Acct	Fund Type	Class Funding	Dept.	Bud Ref	CFDA	Prog. Code	Project	Activity	Src. Type	Oper. Unit	Difference (+ or - or same)	

<b>FUNDING:</b>		Line Item #:				Schedule #:									
<b>Item ID Description</b>									<b>From</b>		<b>To</b>		<b>Net Change (+ or -)</b>		
						Unit Quantity							0		
						Unit of Measure									
						Unit Price							\$0.00		
						Total Line Item Amount			\$0.00		\$0.00		\$0.00		
Dist. Line#	Amount/Qty.	Account	Sub Acct	Fund Type	Class Funding	Dept.	Bud Ref	CFDA	Prog. Code	Project	Activity	Src. Type	Oper. Unit	Difference (+ or - or same)	

<b>FUNDING:</b>		Line Item #:				Schedule #:									
<b>Item ID Description</b>									<b>From</b>		<b>To</b>		<b>Net Change (+ or -)</b>		
						Unit Quantity							0		
						Unit of Measure									
						Unit Price							\$0.00		
						Total Line Item Amount			\$0.00		\$0.00		\$0.00		
Dist. Line#	Amount/Qty.	Account	Sub Acct	Fund Type	Class Funding	Dept.	Bud Ref	CFDA	Prog. Code	Project	Activity	Src. Type	Oper. Unit	Difference (+ or - or same)	

**New Purchase Order Total:**

**OWNER:**

**USING AGENCY REQUESTOR:**

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Authorized Requestor Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Owner's Printed Name)

\_\_\_\_\_  
(Authorized Requestor Printed Name)

\_\_\_\_\_  
(Owner's Printed Title)

\_\_\_\_\_  
(Authorized Requestor Printed Title)

**USING AGENCY APPROVER:**

\_\_\_\_\_  
(Using Agency Authorized Approver Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Using Agency Authorized Approver Printed Name)

\_\_\_\_\_  
(Using Agency Authorized Approver Printed Title)