



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

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	Unit Quantity								From	To	Net Change (+ or -)		
		Unit of Measure												
		Unit Price												
		Total Line Item Amount												
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)