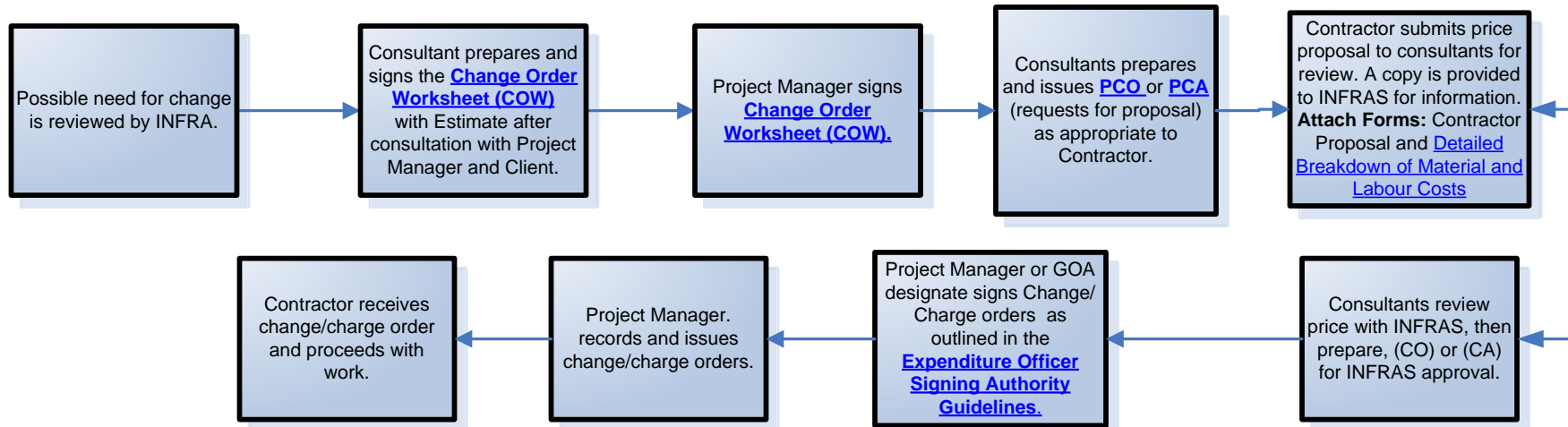


Change Orders and Charge Orders Process

Construction



Change Order Worksheet (COW)

- Purpose of the form is to describe and justify the change. Must include Prime Consultant's cost estimate, reasons for making the change and the reasons why the work was not included in the contract documents. All COW must be signed by the Principal of the Prime Consultant's firm and by the INFRAS Project Manager before issuing a proposal to the Contractor.
- Upon receipt of the signed Change Order Worksheet from the Project Manager, the Consultant will send a PCO or PCA to the General Contractor.

Change Order (CO)

- A change order is a written order to a Contractor, agreed to and signed by the Owner and Consultant, which authorizes a change in the work which may or may not affect the contract amount and/or the contract time. The contract amount and the contract completion date may be changed ONLY by the issuance of a Change Order.

Charge Order (CA)

- A charge order is a written order to a Contractor which authorizes an expenditure against a cash allowance without changing the contract price.

Signing Authority

Change and Charge orders must be signed by the Project Manager or GOA designate under the signing authority outlined in the [Expenditure Officer Signing Authority Guidelines](#).

Records

Use the [Change Order Log](#) and [Charge Order Log](#) templates to record Field Orders, Change and Charge Orders.

Definitions

PCO – Proposed Change Order
PCA – Proposed Charge Order
CA – Charge Order
CO – Change Order