



I. Purpose To provide guidance in the timely processing change orders in order to provide high customer service levels.

II. Scope This procedure applies to all change orders.

III. Responsibility

The Purchasing Agent is responsible to process "complete" Change Order/Construction Change Order requests within three (3) working days or less.

IV. Procedure

1. Requestors shall submit a "complete" Change Order request and/or Construction Change Order request as generally outlined in **Amendments/Changes After Award Procedure PP-050** with all appropriate, complete information and signatures provided: complete, relative backup and sufficient funding to achieve the Change Order/Construction Change Order within the three (3) working day period or less.

2. Change Order/Construction Change Order requests that are incomplete shall be handled in accordance with **Problem Change Orders Procedure OM-185**.