

CHANGE ORDER FORM

DATE: _____ CONTRACT/PO NO.: _____ CHANGE ORDER #.: _____

DEPT: _____

VENDOR CONTRACTOR: _____

CHANGE TO CONTRACT / PURCHASE (PO) AMOUNTS	
DESCRIPTION	AMOUNT
Original Contract / PO Price:	
Net change by previously authorized Change Orders:	
Present Contract Amount/ PO Price:	
This Change Order will (add/deduct):	
New Contract Amount/ PO Price:	

CHANGE IN CONTRACT / PURCHASE ORDER (PO) TIME	
DESCRIPTION	DATE or NUMBER OF DAYS
Original Contract / PO Time:	
Original Substantial Completion Date:	
Net change by previously authorized Change Orders:	
This Change Order will (add/deduct):	
New Contract / PO Time:	
New Substantial Completion Date:	
Justification / Explanation: Attach additional page(s) as needed.	

CHANGE TO FUNDING SOURCE	
DESCRIPTION	Account
Original Funding Source (Dept / Acct #)	
New Funding Source (Dept / Acct #)	

APPROVAL SIGNATURES POs & CONTRACTS	
SIGNATURES REQUIRED (Reference Key Below)	DATE
REQUESTED BY:	
CONTRACTOR: (Contracts ONLY, Not POs)	
COUNTY APPROVAL: (Based on Table 1)	
GRANTS DEPARTMENT: (If Required)	

SUBMIT TO PURCHASING AS FOLLOWS:

PURCHASE ORDERS:	Nathan Hooks, NHOOKS@MYOKALOOSA.COM
GRANT RELATED PURCHASE ORDERS:.....	Suzanne Ulloa, SULLOA@MYOKALOOSA.COM
CONTRACTS:	DeRita Mason, DMASON@MYOKALOOSA.COM