

Change Order Justification

University: _____ Department: _____

Vendor: _____ Purchase Order/Contract #: _____

Justification Information

Description of contract activity that resulted in change in cost or completion date (attach additional documentation if necessary):

Type and amount of change (check all that apply and complete blanks):

- The completion date will be
 Extended by 180 days or more, or
 Shortened by 180 days or more

Original completion date: _____ Revised completion date: _____

- The cost will be
 Increased by \$25,000 or more, or
 Decreased by \$25,000 or more

Original cost: _____ Amount of change: _____ New Total Cost: _____

Why is the change needed? Check one and then explain in the box below. Attach additional documentation if necessary.

- Circumstances said to necessitate the change in performance were not reasonably foreseeable when the contract was signed.
 The change is germane to the original contract as signed
 The change order is in the best interest of the State and authorized by law.

What provision of the contract, the Procurement Code, or other law authorized this action? Attach additional documentation if needed.

Approval/Signatures

University Signature Required

This form has been prepared pursuant to 720 ILCS 5/33E-9. I know and understand the contents of this Change Order Justification and attest that all statements are true and correct.

University Purchasing
 Director Signature: _____ Date: _____ Phone: _____

Printed Name: _____ Email: _____

SPO Approval

By signing below and based on the information provided by the university, the SPO approves this transaction.

SPO Signature: _____ Date: _____ Phone: _____

Printed Name: _____ Email: _____