



STEP 1: EXPLANATION OF CHANGE				
PROJECT NAME			PROJECT #	
APPROVED PROJECT BUDGET (Prior to this Change)			CHANGE ORDER #	
REQUESTOR			EXT:	
DESCRIPTION OF CHANGE AND JUSTIFICATION: 				
STEP 2: CHANGE IN BUDGET OR SCHEDULE				
RECOMMENDED CHANGE TO TOTAL APPROVED PROJECT BUDGET 				
<div style="text-align: center;">\$ _____</div>				
COST ESTIMATE BASED ON: <i>(Circle One)</i>	Contractor Pricing	Conceptual	Design Documents	CD Plans
	MANAGER		DATE:	