



## Change Order Justification Form

*This form shall be utilized to for any changes greater than 10% of the previous total amount.*

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**Article IX, Section 7.04(g)(h), General Appropriations Act, as passed by the 85th Legislature** requires all State agencies and institutions of higher education to report amendments that increase contract values by 10 percent or more to the Legislative Budget Board.

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Supplier Name: \_\_\_\_\_ PO Number: \_\_\_\_\_

Original Contract Amount: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Change Order Amount: \_\_\_\_\_ Project Number: \_\_\_\_\_

**Description of the project and justification for the increase. Please be specific.**

Requester \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Approver \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Procurement & \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Contract Services