



**Change Order
Justification Form**

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

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.

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