

**City of Manteca Change Order Routing Form**

**Number:** \_\_\_\_\_

Date Stamp:

<b>REQUESTED BY:</b>		<b>Date Submitted:</b>
Department:		
Staff Name and Ext:		
<b>CONTRACT DETAILS:</b>		
Contractor/Consultant:		
Name of Project:		
Contract Term:		
Change Order Amount:		
Contract Amount + Change Order (s)		
CIP Number:		
Account Number:		
Brief Explanation of Project:		

\* Indicate original contract number and previous change order number: \_\_\_\_\_

\*\*For agreements & amendments, please use the Contract Routing Form found on the Citywide Contract Management Intranet page.

**Identify Authority to Sign & Council date if applicable (check box):**

- (1) City Purchasing Policy
- (2) City Council approved on \_\_\_\_\_
- (3) Scheduled for Council approval on \_\_\_\_\_

*NOTE: Above information to be completed in full by project manager/department*

<b>Processing:</b>	<b>Initials</b>	<b>Date</b>
1. Change Order signed by Contractor/Consultant/Developer/Etc.	N/A	
2. Department Head approval		
5. Change Order to Finance		
6. Change Order to City Manager		
7. Change Order to City Clerk		