



John S. Richard
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STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

November 2, 2006

RE: Change Order Request Forms

To: All State Certified Procurement Officers

The Central Purchasing Division has revised Change Order DCS/Purchasing Form 010 (11/2003) into two separate forms for use by all state agencies where there is a need for requesting a change to an existing purchase order. These two forms have numerous changes including title changes (Change Order Request) and re-numbering (010A and 010B). In an effort to streamline the purchasing process, our intent is to issue a form that is user friendly and applicable to those issues today.

A list of the following changes were made to both the new Change Order forms from the old Change Order form:

1. Both forms are constructed where you may fill it out manually or on the computer.
2. Eliminated Office of State Finance from the list of requesting agencies; and added Agency Purchasing Division for those requests done internally within a state agency.
3. For easier request referencing, additional language was added and existing language moved to the right of the listing Agencies.
4. Business Unit # and Agency Requisition number were added.
5. An area for the Vendor ID # as identified from PeopleSoft.
6. Additional language added to the Justification box.
7. An area for the Schedule number was added below the Line Item number.
8. In the Funding Summary area, areas for a Distribution Line and the Amount were added; and elimination of New Funding Total.
9. A highlighted area for New Document Total was added.
10. An area identifying who processed the Change Order Request within the Dept. of Central Services, has been created.
11. Elimination of Cancel unexpended Balance of \$_____ effective date_____.
12. Added an area for Signature of Agency Approving Authority.
13. Additional reference language to areas for signatures.

The primary difference between the two revised forms is Change Order Request Form 010A allows for up to two separate line number changes being requested with a limited area for funding; and Change Order Request Form 010B is for a single line change having multiple line funds.

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As reference, contracts including component or phased deliveries may be increased by an amount that does not exceed ten percent (10%) of the total acquisition purchase price. In determining the ten percent (10%) dollar amount, the cumulative value of all change orders shall be compared to the original acquisition price. OAC 580:15-6-11.

These two forms are readily available in the DCS Forms section of Central Purchasing located on the Department of Central Services website by going to www.dcs.ok.gov.

All state agencies shall be required to use the two revised forms by January 1, 2007 allowing the older versions to be eliminated by that date.

If you have any questions, please contact Keith Gentry, CPO; Contract Manager, Central Purchasing Division, Department of Central Services, Phone: 405-522-4878, or keith_gentry@dcs.state.ok.us.