|  |  |  |
| --- | --- | --- |
| OMES Logo |  | **Funding**  **Change Order Request**  (Multiple Line/Multiple Dist.) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To: |  | **Construction and Properties**  **Real Estate and Leasing Services** | | | | **PEOPLESOFT REQUISITION #** | | | |
|  |  |  | | | | **PURCHASE ORDER #** | | | |
|  |  |  | | | | **CONTRACT ID #** | | | |
|  |  |  | | | | **CHANGE ORDER #** | | | |
|  |  |  | | | | **OMES BUYER:** | | | |
| **Business Unit#:** | | | | **Agency:** | | | | **Agency Req.#:** |  |
| **PeopleSoft Vendor ID #** | | | |  | | | **Detailed justification for change is required:** | | |
| **Name & Address:** | | | | | | |  | | |
| **Notify Vendor:** | | | **Yes** | | **No** | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item #:** | | | | **Schedule #:** | | | | | | | | | | | | | | | |
| **Item ID Description** | | | | | | |  | | | | **From** | | | **To** | | | | **Net Change (+ or -)** | |
|  | | | | | | | Unit Quantity | | | |  | | |  | | | | 0 | |
|  | | | | | | | Unit of Measure | | | |  | | |  | | | |  | |
|  | | | | | | | Unit Price | | | |  | | |  | | | | $0.0000 | |
|  | | | | | | | Total Line Item Amount | | | | $0.0000 | | | $0.0000 | | | | $0.0000 | |
| **Funding Summary:** | | | | | | | | | | | | | | | | | | | |
| Dist.  Line# | Amount/Qty. | Account | Sub  Acct | | Fund  Type | Class  Funding | | Dept. | Bud  Ref | CFDA | | Prog. Code | Project | | Activity | Src. Type | Oper.  Unit | | Difference  (+ or – or same) |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Line Item #:** | | | | **Schedule #:** | | | | | | | | | | | | | | | |
| **Item ID Description** | | | | | | |  | | | | **From** | | | **To** | | | | **Net Change (+ or -)** | |
|  | | | | | | | Unit Quantity | | | |  | | |  | | | | 0 | |
|  | | | | | | | Unit of Measure | | | |  | | |  | | | |  | |
|  | | | | | | | Unit Price | | | |  | | |  | | | | $0.0000 | |
|  | | | | | | | Total Line Item Amount | | | | $0.0000 | | | $0.0000 | | | | $0.0000 | |
| **Funding Summary:** | | | | | | | | | | | | | | | | | | | |
| Dist.  Line# | Amount/Qty. | Account | Sub  Acct | | Fund  Type | Class  Funding | | Dept. | Bud  Ref | CFDA | | Prog. Code | Project | | Activity | Src. Type | Oper.  Unit | | Difference  (+ or – or same) |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |
|  |  |  |  | |  |  | |  |  |  | |  |  | |  |  |  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Purchase Order Total:** **$** | Capital Assets Management, CAP/REALS  Processed By: | | Date: |
| Signature of Person Requesting Change: | | Phone: | Date: |
|  | | E-Mail: | |
| Signature of Agency Approving Authority: | | Phone: | Date: |
|  | | E-Mail: | |

NOTE: This form does NOT change the scope of construction or consultant contracts; inclusion of amendment or change order (G701) is required.