



# SPARTANBURG COUNTY

## Procurement Division

Telephone: 864-596-2519

PO Box 5666, Spartanburg, SC 29304

Fax: 864-596-2297

### CHANGE ORDER FORM

DEPARTMENT: \_\_\_\_\_

BID#: \_\_\_\_\_ PROJECT #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CHANGE ORDER NUMBER: \_\_\_\_\_

Original Purchase Order #: \_\_\_\_\_

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

Change Order Amount: \_\_\_\_\_

Previous Change Order Adjustments: \_\_\_\_\_

New Contract Amount: \_\_\_\_\_

Description of Change in Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Change in Contract Time: \_\_\_\_\_

New Contract Time: \_\_\_\_\_

Accepted by Contractor: \_\_\_\_\_

Change Order Requested By: \_\_\_\_\_

Change Order Approval: \_\_\_\_\_

**\*\* CHANGE ORDERS MUST BE SUBMITTED AND APPROVED PRIOR TO ANY WORK BEING DONE \*\***