



Purchasing Department
 Granite School District
 2500 South State Street
 Salt Lake City, Utah, 84115
 Phone: 385-646-4518
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 www.graniteschools.org

Change Order Request

Date:		Project Name:	
P.O. #:		Contractor:	
Requisition #:		Requested By:	
Change Order #:		Title:	

Change order request is based on which of the following:

- Increase or decrease in actual quantities needed from original bid specifications
- Customer requested alterations **within** original scope of work
- Customer requested alterations **outside** original scope of work
- Unforeseen circumstances not detailed in original scope of work
- Vendor recommended changes

Detailed description of required change. Attach itemized pricing, documentation, drawings, etc. as needed, to support change order request.

Change Order Details	Amount
Change amount:	
Original P.O. amount:	
Total change by previous change orders:	
New P.O. total amount:	

Conditions: This work is to be performed in strict accordance with the terms of the original purchase order, including prior change orders, except as modified by this change order. Not valid unless signed by Contractor, GSD Requesting Department/School, and GSD Purchasing.

	Contractor	GSD Requesting Department/School	GSD Asst. Superintendent (if required)	GSD Purchasing Department
Signature of Legal Agent:				
Printed Name:				
Date:				