



Contract Number	Contract Title	Federal Aid Number
Change Order Number	Change Description	Date
Region	Project Engineer	Phone Number
Prime Contractor / Design-Builder		
<input type="checkbox"/> Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications or the RFP <input type="checkbox"/> Change proposed by Contractor / Design-Builder		
Evolution & Description Of Change / Reason for Entitlement		

Distribution By:

Project Office

Copy of Change Records & Change Order w/Backup - Project Engineer

Copy of ONLY Change Order - Prime Contractor / Design-Builder

Electronic Copy of Change Records & Change Order w/Backup - State Construction Office

Original of Change Records & Change Order w/Backup - Region Construction Office

Region

Contract Number	Contract Title	Change Order Number
Basis of Cost & Justification:		
Contract Time:		
Prior Approvals:		
List Attachments:		

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DOT Form 422-002

Region

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