

# Oklahoma Department of Transportation

Form for Field Change Orders  
Construction Control Directive No. **19971107**

**February 15, 2002**

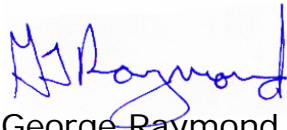
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Scope: To provide a method to document agreements made in the field.

Due to ever changing circumstances, especially on projects of long duration, there is a need for some informal documentation of changes made in the field whether they result in a formal change or not. This will help to ensure that any agreement made in the field will proceed to implementation and payment even if the agreeing parties are no longer present when the project is finalized.

We have modified a [form](#) used for this purpose by another state and suggest that it be used to secure field agreements. The superintendent and the Resident Engineer (or delegated inspector) should sign the agreement.

A fully executed Supplemental Agreement shall be submitted for agreements documented on this form which modify or add additional pay items to the contract.



George Raymond, P.E.  
Construction Engineer