

# Oklahoma Department of Transportation

Change Order Instructions  
Construction Control Directive No. **20000225**

**January 3, 2014**

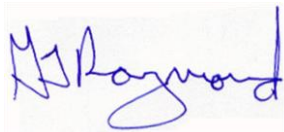
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Scope: To provide guidance for analyzing new unit prices submitted by the contractor, reviewing the contractor's Cost Breakdown for Support of Supplement Agreements and instructions for completing change orders.

The attached booklet Guidance for Preparing Change Orders, Making Additions to Contract Time, and Reviewing Cost Breakdowns Supporting Supplemental Agreements shall be used to prepare and submit change orders for approval.

The attached form Cost Breakdown for Support of Supplemental Agreement shall be used by the contractor in accordance with Section II.h.(2) of the Guidance for Preparing Change Orders booklet.

For additional information and directions regarding the creation and processing of change orders refer to SiteManager Quick Reference Guides, Training Manual, and Section 800 of the Policies and Procedures.



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