



This document does not change the scope of construction or consultant contracts; an amendment (G802) or change order (G701) is required.

AGREEMENT – Legal consequences apply. Consult your attorney to complete.

Date	Between the Owner: State of Oklahoma OMES CAM CAP P.O. Box 53448 Oklahoma City, OK 73152-3448	On behalf of the Using Agency: Name:
CAP website		Requisition #:
		Business unit #:

And the Vendor – General Contractor, Owner’s Representative (Consultant), Construction Manager or Design-Builder:

Company name	Notify Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	PeopleSoft Vendor ID #:	
Address	Email	Phone

PROJECT

CAP project # (if applicable)	Contract ID #
PeopleSoft requisition #	Purchase order #

DETAILED JUSTIFICATION FOR CHANGE (REQUIRED)

FUNDING

1. Line item #:								Schedule #:							
Item ID description								From		To		Net change (+ or -)			
				Unit quantity											
				Unit of measure											
				Unit price											
				Total line item amount											
2. Line item #:								Schedule #:							
Item ID description								From		To		Net change (+ or -)			
				Unit quantity											
				Unit of measure											
				Unit price											
				Total line item amount											

Dist. line #	Amount/Qty	Account	Sub- Acct.	Fund type	Class funding	Dept.	Bud Ref	CFDA	Program code	Project	Activity	Source type	Op unit	Difference (+/-/same)

New purchase order TOTAL:

SIGNATURES

State of Oklahoma OMES CAM CAP

Owner signature	Date
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Using Agency

Requesting representative signature	Date
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Email	Phone
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Approving representative signature	Date
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Email	Phone
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