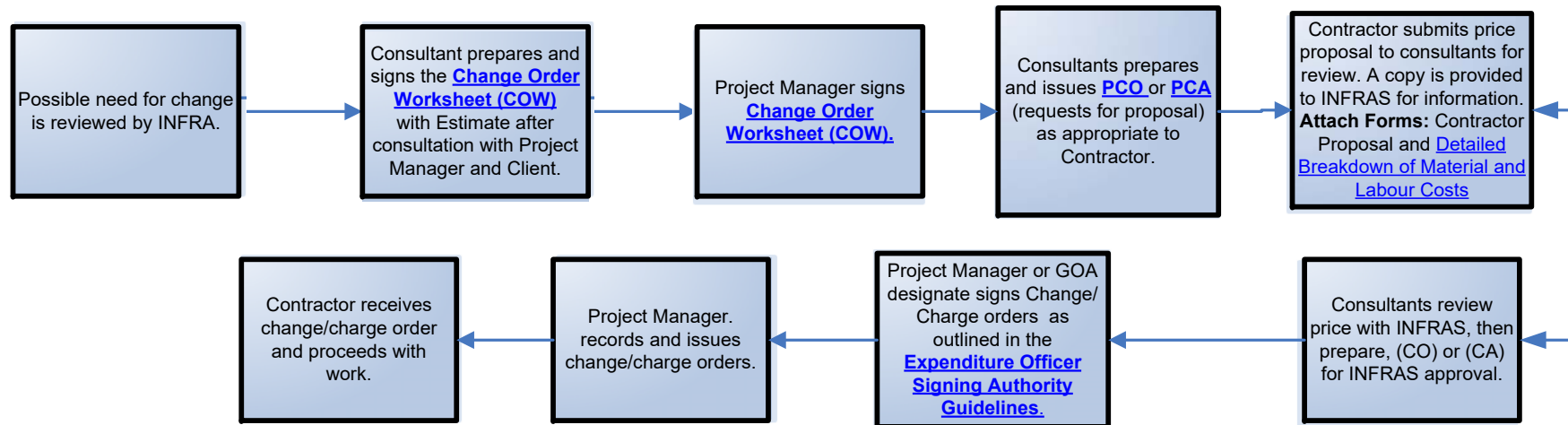


# Change Orders and Charge Orders Process

## Construction



### Change Order Worksheet (COW)

- Purpose of the form is to describe and justify the change. Must include Prime Consultant's cost estimate, reasons for making the change and the reasons why the work was not included in the contract documents. All COW must be signed by the Principal of the Prime Consultant's firm and by the INFRAS Project Manager before issuing a proposal to the Contractor.
- Upon receipt of the signed Change Order Work Sheet from the Project Manager, the Consultant will send a PCO or PCA to the General Contractor.

### Change Order (CO)

- A change order is a written order to a Contractor which authorizes a change in the work which may or may not affect the contract amount and/or the contract time. The contract amount and the contract completion date may be changed ONLY by the issuance of a Change Order. This form is completed and recommended for approval by the consultant, for approval by Infrastructure. Ensure the Approval process is aligned with the Contract document including Recommended by authorization.

### Charge Order (CA)

- A charge order (Cash Allowance Charge Order) is a written order to a Contractor which authorizes an expenditure against a cash allowance without changing the contract price.

### Signing Authority

Change and Charge orders must be signed by the Project Manager or GOA designate under the signing authority outlined in the [Expenditure Officer Signing Authority Guidelines](#).

### Records

Use the [Change Order Log](#) and [Charge Order Log](#) templates to record Field Orders, Change and Charge Orders.

### Definitions

**PCO – Proposed Change Order**

**PCA – Proposed Charge Order**

**CA – Charge Order (Cash Allowance Charge Order)**

**CO – Change Order**

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