When a contract is in one PFA and a Change Order is being charged to another PFA do the following.

The Change order is numbered sequentially for the contract but a new PO number will be assigned to the new project\account number.

A copy of the original contract must accompany the change order so Business services can upload it with the new change order in the new account so that all reference documents are filed together.

**On Change Order form**

* List project account number for the project being charged to.
* List the PO for the original contract.
* The contract values are inclusive of all changes to the contract.

**On the Draft Request**

* List the new Account number
* List the new project number and name
* Use the standard Change order language for CORs

“INCREASE CONTRACT AMOUNT FROM $XXX TO $XXX – AND INCREASE OF $XXX.”

* List the total contract amount under TOTAL
* List the revised contract completion date: even if it does not change.
* Add the following language

“(contract PO) is charged to account index 7-71XXX, however issue a new P.O. Number for change order X on account number 7-71XXX.”

Directly across from this language list “New P.O. Total” and the amount of the new PO total.

* List the reason for the change order

Fill out the balance of the Request as usual.

See attached example.