



Contract Number	Contract Title	Federal Aid Number
Change Order Number	Change Description	Date
Region	Project Engineer	Phone Number
Prime Contractor / Design-Builder		
<input type="checkbox"/> Ordered by Engineer under the terms of Section 1-04.4 of the Standard Specifications or the <input type="checkbox"/> Change proposed by Contractor / Design-		
Evolution & Description Of Change		

Distribution By: **Project Office**
 Copy of Change Records & Change Order w/Backup - Project Engineer
 Copy of ONLY Change Order - Prime Contractor / Design-Builder
 Electronic Copy of Change Records & Change Order w/Backup - State Construction Office
 Original of Change Records & Change Order w/Backup - Region Construction Office

Contract Number	Contract Title	Change Order Number
Basis of Cost & Justification:		
Contract Time:		
Prior Approvals:		
List Attachments:		

Distribution By:

Project Office

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DOT Form 422-002

Region

Revised 10/2017

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