



**TOWN OF EDGARTOWN  
PROCUREMENT DEPARTMENT**

**CHANGE ORDER REQUEST FORM**

**PROJECT DEPARTMENT & OWNER:** \_\_\_\_\_

**PROJECT TITLE & REFERENCE #:** \_\_\_\_\_

**AWARDED CONTRACTOR:** \_\_\_\_\_

**ORIGINAL CONTRACT VALUE:** \_\_\_\_\_

**CHANGE ORDER AMOUNT:** \_\_\_\_\_

**DESCRIPTION OF CHANGE ORDER WORK:**

**ACCOUNT INFORMATION:**            **ORG:** \_\_\_\_\_

**OBJ:** \_\_\_\_\_

**CPO APPROVAL:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
**TOWN ACCOUNTANT APPROVAL:**

FUNDS REQUISITIONED

**ADDITIONAL ACCOUNT INFORMATION:** \_\_\_\_\_

**NEW TOTAL CONTRACT VALUE: \$** \_\_\_\_\_

**ACCOUNTANT APPROVAL:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

Kimberly Kane, *Town Accountant*