

8/2025

### **NCDOT Utility Change Order Checklist**

The following requirements are for the Change Order “submitter” to follow when entering a Change Order in the UAMS system.

Workflow Sequence: Submitter (L1 – L2), Central Utilities Area Coordination staff reviews (L3), Central Utilities Business Officer (L5BO), Contract Management (CM).

*\*If any of the below items are not included with Change Order submittal, one of the reviewers will return it for correction\**

#### **CHANGE ORDER CHECKLIST**

☐ **Funding Available**

Check SAP/Funding Expense Summary (ZPSR01) to make sure the “Unexpended Balance” will support the Change Order amount.

☐ **Correct Cost**

The cost on the variance letter/change request and AP Change Request Form must match the cost shown in UAMS.

☐ **Cost Estimate**

There should be appropriate, itemized cost breakdown provided that will back-up the cost overrun.

#### **ATTACHMENTS**

☐ **Variance Letter (From utility company stating reason(s) the cost exceeded original amount)**

☐ **AP Change Request Form (Assure all fields are completed correctly and matches info on other documents)**

☐ **New cost Estimate/Breakdown for overage amount**

☐ **Chief’s Requisition Request Approval for overage amount**

**All items on this checklist have been included (initial below).**

Utility Coordinator: \_\_\_\_\_

Central Utilities Regional Coordinator: \_\_\_\_\_