

COST CHANGE REQUEST FORM

Advice of Change (AC) or Supplemental Purchase Order (PO) for INDOT Contracts

Instructions: Electronically fill out this form to request additional funding to cover extra work for your project.
Request only one PCN/Des per form. Submit the form by email to INDOT District Construction Office.

Attn: Email:

Date: Contract: PCN/Des:

Amount of Request: * Category #:

Must Select Only One: (PO's are PCN/Des specific and in SiteManager Contract Funding tab and INDOT Answers.)

Add to **Open** Purchase Order (10 digits):

PO Closed

New PO

Note: PO status will be verified by District Construction Office.

Reason for Cost Change: (Change Order #'s, Project Overruns, Closing Contract, Final Payment, etc.)

Cost Change Funding: (Must Select Only One)

Federal Participation 100% State 100% Local

100% State Non-Participating

100% Local Non-Participating

PLN(s) and Amount(s) must be entered above for Z-items

Non-Participating box(s) checked in SiteManager: Yes No

Note: Non-Participating items are Z-items that are to be paid 100% by the State or Local Public Agency (LPA) without any Federal funds participation. Participating is funding that has the normal Federal/State/Local funding participation and funding splits.

Prime Contractor:

PE/S Name:

PE/S Email:

Area Engineer:

* Category # is in SiteManager Contract Funding tab and PO specific (i.e. 0001).