



South Texas College Owner Change Request Form

Date: _____ Project Name: _____

Initial Requestor: _____ Department: _____

Description: *Provide description of what is being asked, added, changed, cancelled, or any other description that is necessary.*

Reason for Change (s): *The reason for the change from the original scope of work.*

(Initial Requestor Signature) Date: _____

(Department Supervisor) Date: _____

Reviewed by Facilities Planning & Construction:
 Recommendation to proceed with change request
 Recommendation to reject change request

(Director of Facilities Planning & Construction) Date: _____

Reviewed by STC Project Team, FPC Director, & CPM:
Name: _____
Title: _____
Department: _____
Estimated Construction Cost: _____
Design Needed : Yes No If Yes, Estimated Design Service Cost: _____

President and Vice President Review and Approval:

(Vice President Signature) Date: _____

(President Signature) Date: _____



South Texas College Owner Change Request Form

Skip section below if estimated cost is under \$5,000. If not, requires board recommendation.

Facilities Committee Meeting Recommendation:		Date: _____
<input type="checkbox"/>	Recommendation to approve change proposal request	
<input type="checkbox"/>	Recommendation to reject change proposal request	

Facilities Planning & Construction Department Internal Use Only		Date Processed: _____
Actions To Be Taken:		
<input type="checkbox"/>	Request Drawings	
<input type="checkbox"/>	Request Change Request Proposal from Broaddus & Associates	
<input type="checkbox"/>	Other: _____	

Construction Program Manager: Broaddus & Associates		<i>Provide cost amount of change and detailed explanation of the change requirement.</i>
Construction Contingency Balance:	\$ _____	_____
Total Amount of this Change Request:	\$ _____	_____
Revised Balance Remaining:	\$ _____	_____
Change Order # : _____		Board Approved Date: _____