

**NAVAJO ENGINEERING & CONSTRUCTION AUTHORITY STANDARD  
CHANGE ORDER RECOMMENDATION FORM**

RECOMMENDATION FOR CHANGE ORDER \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDED BY: (Project Eng.) PROJECT NUMBER: \_\_\_\_\_ CONTRACT NUMBER: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

TO: \_\_\_\_\_ CONTRACTOR: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ CONTRACTOR'S ADDRESS: \_\_\_\_\_

JUSTIFICATION: (ATTACHMENT IF NECESSARY) \_\_\_\_\_

CHANGE IN SCOPE: (ATTACHMENT IF NECESSARY) \_\_\_\_\_

CHANGE IN COST: (ATTACHMENT IF NECESSARY) \_\_\_\_\_

CHANGE IN TIME: (ATTACHMENT IF NECESSARY) \_\_\_\_\_

SUGGESTED WORDING: (ATTACHMENT IF NECESSARY) \_\_\_\_\_

COST CODES

Pay Item: \_\_\_\_\_ Cost Code: \_\_\_\_\_ Cost Type: \_\_\_\_\_

APPROVAL:

\_\_\_\_\_  
Contracting Officer                      IHS/NECA Consultant                      General Manager, NECA

Date: \_\_\_\_\_                      Date: \_\_\_\_\_                      Date: \_\_\_\_\_

xc: \_\_\_\_\_, District Engineer, \_\_\_\_\_ Service Unit

\_\_\_\_\_, Project Engineer, \_\_\_\_\_ Service Unit