

Change Order Approval

Roles: Financial Manager, Financial Manager Assistant

Project Status: Construction, Substantial Completion, Punchlist, Warranty

Step	Task
1.	Click the drop-down next to <i>Go To...</i> and select the Project Contracts .
2.	Locate the Project Contract that needs to be changed.
3.	Select the RFPs/Change Orders link.
4.	Within the RFP Number column, select the link to the Change Order Number to approve.
5.	Scroll to the Approval section; within the Approval Date field, click the Date Selection icon.
6.	Select the date the Change Order was approved.
7.	In the Approved Amount text box, verify if the amount entered by the system (<i>Pending</i>) is the amount on the fully-executed Change Order. If not, edit the amount to match the hard copy of the Change Order.
8.	Click the Approve command button. The amount has moved from <i>Pending</i> to <i>Approved</i> .
9.	Click the Back to Project Contracts command button to view all Project Contracts.