



ST. CHARLES PARISH

Public Works Change Order Contracts

Routing Checklist

Engineer	Engineer	QA	Director
Header Change Order No., Owners Name, Contractor's Name, Project Name & Project No.,	ZW	CS	MAB
Page 1 Reasons for Change Order	ZW	CS	MAB
Page 2 Original Contract Price, Contract Price prior to Change Order, Net increase of the Change Order and Contract price with all approved changes	ZW	CS	MAB
Signature Make sure the Engineer and Contract both signed off	ZW	CS	MAB
Check Ordinance Project Name, Project Number, Ordinance # has been inserted	ZW	CS	MAB

Engineer: Lee Zeringue Za Zeringue 5-11-21

Print Name

Signature

Date

QA: Caithryn Smith Caithryn Smith 5-11-21

Print Name

Signature

Date

Accounting: Brad Berthelot Brad Berthelot 5/12/2021

Print Name

Signature

Date

Director: Miles B. Bingham Miles B. Bingham 5/12/2021

Print Name

Signature

Date