CONTRACT CHANGE ORDER FLOWCHART
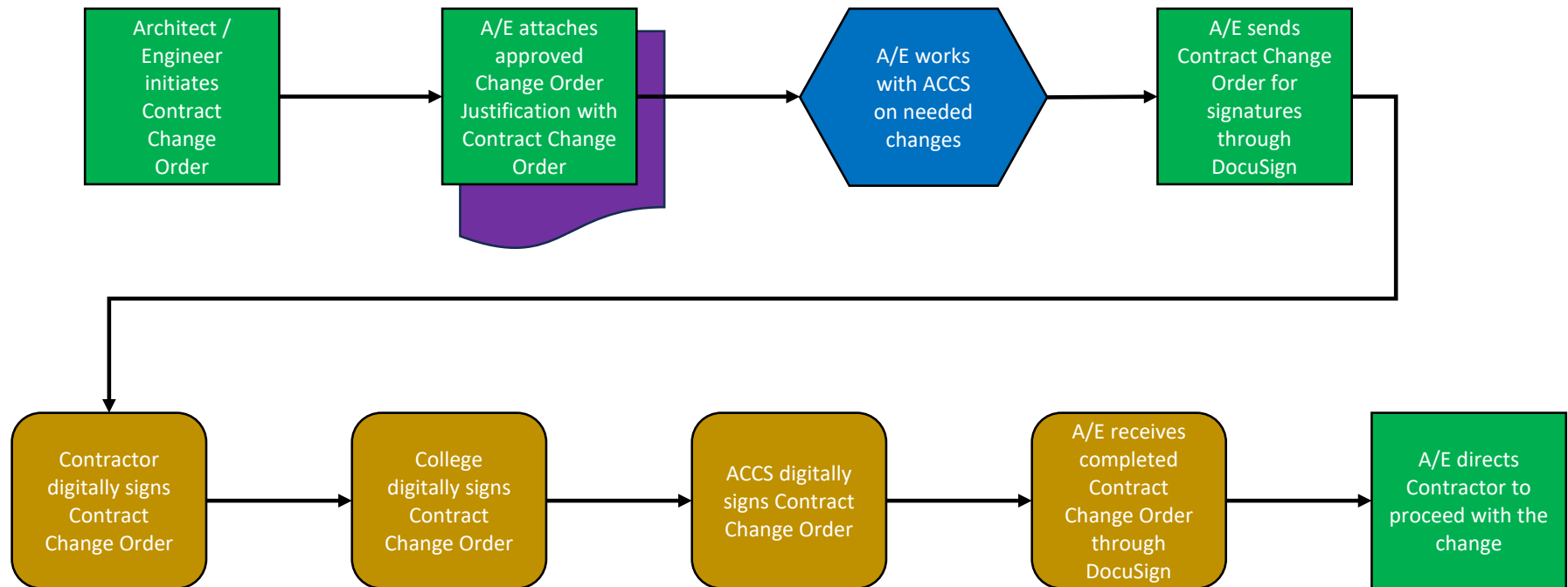
Architect / Engineer initiates Contract Change Order → A/E attaches approved Change Order Justification with Contract Change Order → A/E works with ACCS on needed changes → A/E sends Contract Change Order for signatures through DocuSign

Contractor digitally signs Contract Change Order → College digitally signs Contract Change Order → ACCS digitally signs Contract Change Order → A/E receives completed Contract Change Order through DocuSign → A/E directs Contractor to proceed with the change

Legend

- Process
- Document
- Preparation
- Alternate Process (DocuSign)

Alabama Community College System

REV 2/7/2024