Ohio Department of Transportation
Change Orders Overview

START
Revision to the Contract Document

Final Measurement?
YES

Emergency?
YES

Over Threshold?

DON'T

YES

District Has Approval Authority

Program Manager Approves Funding For Change Order

Contractor Signs Change Order

District Distributes Change Order

DENIED

District Prepares Applicable Form.

FHWA Approves Need For Change Order

Program Manager Approves Funding For Change Order

DCM Obtains Director’s Signature and Returns Form

District Prepares Change Order

Controlling Board Approval Needed?

DCM Writes Request and submits to Controlling Board

Controlling Board Heats Request

APPROVED

District Prepares Change Order

District Prepares Change Order

District Prepares Change Order

Program Manager Approves Funding For Change Order

Program Manager Approves Funding For Change Order

Program Manager Approves Funding For Change Order

DCM Obtains Director’s Signature and Returns Form

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District Prepares Change Order

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Footnote A – Fuel price adjustments do not require preliminary approval from FHWA or DCM. These types are handled by the districts using the same process as change orders under the threshold.

Footnote B – Value engineering change proposals do not require preliminary approval from FHWA or DCM. These types are handled by the districts using the same process as change orders under the threshold.