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|-------------------------------|-------------------------------------------------------|
| Date                          | The date of submission of the Change Order form       |
| Page        of                | The page number followed by the total number of pages |
| Purchase Order Number         | The official ECU document ID for work being completed |
| RCF Number                    | ECU project number                                    |
| Vendor Name                   | Name of your company                                  |
| Vendor Number                 | Official ECU Vendor ID number (900 number)            |
| Invoice Number                | Assigned to the vendor                                |
| Project Title                 | The name of the project                               |
| Item Number                   | List of Vendor's product number(s)                    |
| Description                   | Description of work for each item number              |
| Amount                        | Total cost per Item Number                            |
| Firm Name of Vendor           | Name of Vendor's company                              |
| Vendor's Signature            | Please sign and date form                             |
| Architect/Engineer Consultant | Please sign and date form                             |
| Architect/Engineer Firm Name  | Name of the consulting firm                           |
| Audited By                    | Please sign and date form                             |