

# Encumber funds with a Change Order Level 1

Office of Construction and Innovative Contracting

Effective Date: 05/27/2020

## Purpose

This procedure details how District Construction can encumber funds automatically for a Change Order Level 1, similar to the Change Order Level 2.

## Applicability

Any user with a role which has capability to add a Change Order may use this functionality.

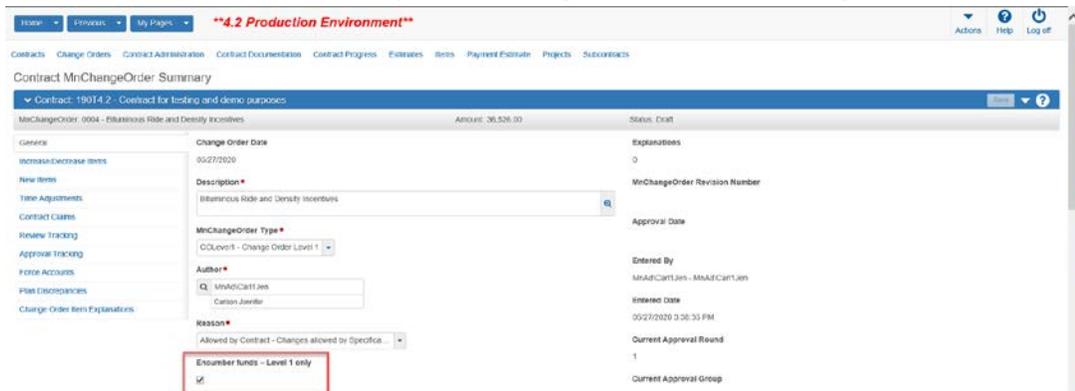
## Procedure Steps

Prerequisites:

1. The Change Order is a Level 1.
  - a. See [Contract Changes Change Order website](#) for uses of Change Order Level 1.
2. The Engineer has determined that funds should be encumbered for the Change Order.

Steps

1. Add the Change Order Level 1 on your contract in AASHTOWare Project™
2. Check the “Encumber funds – Level 1 only” box on the general tab of the Change Order



- a.
3. Complete Change Order
  - a. On general tab, enter:
    - i. Issue

- ii. Resolution
- iii. Entitlement
- iv. Impact
- v. Cost
- b. Add items
- c. SAVE
- d. Submit for Approval
- e. Approve
- f. The Contract Changes Specialist will request funds to be encumbered.

## Forms

- The Mn Change Order Document will now show

<i>Minnesota Department Of Transportation</i>		Report Printed Date: 5/27/2020
<b>Contract: 190T4.2</b>	<b>Change Order No.: 0004</b>	<b>Net Change Order Amount: \$36,526.00</b>
Prime Contractor: CLGPrime, CLGPrimetest		Spec Book Year: 18
CO Type: COLevel1 <b>Encumber funds</b>	Awarded Contract Amount: \$131,640.00	Funding Source: ST
State Proj. No.: 6289-test	Resident Engineer: Jessica Mennenga	
Fed. Proj. No.: STP 75	Admin Office:	Route: 666
District:	County:	
Reason: Allowed by Contract		
Location:		
○ Description: Bituminous Ride and Density Incentives		

## Contact

[AASHTOConstructionSupport.DOT@state.mn.us](mailto:AASHTOConstructionSupport.DOT@state.mn.us)