**APPROVED DOCUMENT—**This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette (see Introduction to the Facilities Manual, “Approved Documents”).

**Field Order**

# Cover Sheet and Instructions

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PURPOSE OF DOCUMENT: |  | | | | | |
| CROSS-REFERENCES TO FACILITIES MANUAL (FM): |  | | | | | |
| CONTENTS: |  | | | | | |
| FOR USE WITH:  (Not Applicable to Some Documents) | ✓ | Job Order Contract (JOC) | | | | |
| COMPLETED BY: | ✓ | Filling In | ✓ | Adding Text |  | No Data Required |
| ITS USE IS: | ✓ | Required |  | Optional | | |

**Completion Instructions:**

1. University completes the form as required while the Work is in progress. See General Conditions Articles 4, 7, and 8.

2. University’s Representative, University and Contractor sign in appropriate places on last page.

3. University signs last.

**Modifications and Additions:**

(None)

**Comments:**

1. A field order does not require Contractors signature to be binding on Contractor.

END OF COVERSHEET AND INSTRUCTIONS

FIELD ORDER

University of California Facility:

FIELD ORDER NO.

|  |  |
| --- | --- |
| Job Order Name: |  |
| Job Order Number: |  |
| Job Order Date: |  |
| To Contractor: |  |
| Address: |  |
|  |  |

DESCRIPTION OF WORK:

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Estimated Adjustment Estimated Adjustment

of Contract Sum:   of Contract Time:

|  |  |  |
| --- | --- | --- |
| (University's Representative)  By: |  |  |
| (Signature) |  |  |
| (Title)  Date: |  |  |
|  |  |  |
| (University’s Designated Administrator) |  | (Contractor) |
| (Signature) |  | (Signature) |
| (Title)  Date: |  | (Title)  Date: |

NOTE: If the Work described above constitutes a change, this Field Order will be superseded by a Supplemental Job Order that will include the scope of the change in the Work and any actual adjustments of the Job Order Sum and the Job Order Time.