

Section II Change Request

Identification:

Solicitation/Addendum Number	Project Name
Targeted Release Date	Department Name

Section II Information:

Identify the following information for each proposed change (a separate page can be attached):

Section II	Subject	Describe the requested change	Rationale for the change
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Approvals:

Approved by:	Initials	Date

Comments:

Submitted on: ***By:*** ***Phone Number:***