



Administrative Procedure: Capital Construction Change Orders

Definition

A change order is a modification to the contract originally awarded to the contractor.

Change orders that result in an increased cost of less than \$10,000 shall be approved by the Director of Education and the Manager of Finance.

In the case of an emergency a change order may be approved with the approval of any two of the following:

- Director of Education or His/Her Designate
- Manager of Finance
- Chair of the Board
- Supervising Manager of Plant & Information Technology