



# Administrative Procedure: Capital Construction Change Orders

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## 1.0 Procedure

- 1.1 A change order is a modification to the contract originally awarded to the contractor.
- 1.2 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.
- 1.3 In the case of an emergency a change order may be approved with the approval of any two of the following:
  - 1.3.1 Director of Education or Designate
  - 1.3.2 Chair of the Board
  - 1.3.3 Manager of Finance
  - 1.3.4 Manager of Plant and Field Services