

MANAGEMENT SUPPORT SERVICES

Change Orders

All change orders shall be approved by the Board upon recommendations of the architect and the superintendent prior to proceeding with the change in work. However, the following designated personnel may give approval of changes in contract work prior to Board approval in matters of emergency that would delay construction, or cases where the cost would increase if any immediate decision is not made provided changes involve less than the designated amount below if there is sufficient balance in the project contingency account to cover the approved changes:

<u>Designated Official Authorized to Approve Change Order</u>	<u>Maximum Amount Authorized</u>
Superintendent	\$40, 000
Executive Director of Business and Operations	\$20,000
Director of Capital Projects	\$10, 000

Should the above officials not be readily available and the decision is a matter of emergency which would delay the project or cause cost increase if the decision is delayed, the next designee available may make the decision.

The Board will confirm the superintendent's approvals of changes when they are presented at the next Board meeting.

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Adoption Date: December 11, 1985  
Revised: May 23, 2001  
Revised: April 15, 2015