

Policy Information

Series 5000 - NON-INSTRUCTIONAL/BUSINESS OPERATIONS

EXPENDITURES

CHANGE ORDERS FOR CAPITAL PROJECTS

Policy # 5324

With limits as defined below, the Superintendent is authorized to approve Change Orders for capital projects subject to the following:

- a) Change Orders which result in a net decrease in the contract amount may be authorized by the Superintendent.
- b) Change Orders which result in a net increase in the contract amount of twenty thousand dollars (\$20,000) or less may be authorized by the Superintendent.
- c) Change Orders which result in a net increase in the contract amount of greater than five thousand dollars (\$5,000) shall require prior approval by the Board of Education, unless such prior approval is not practicable. In the event prior approval is deemed impractical by the Superintendent, no approval to proceed shall be authorized until the Superintendent has conferred with the Board President and forwarded a notice to the Board that the Superintendent is issuing an authorization of the change order.

Whenever Change Orders are authorized by the Superintendent, the log of such Change Orders shall be provided to the Board of Education in the next construction report.

Adoption Date: 12/20/2011
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