

**New Construction****Constructing****Change Orders and Exceptions**

All changes, omissions and substitutions shall be submitted in writing to the Superintendent or Director of Business Services, and itemized in full, showing unit prices as well as reason for requested changes.

The Superintendent and/or Director of Business Services, shall be authorized to approve change orders in construction contracts up to a fixed dollar amount established by the Board.

The Superintendent or Director of Business Services, shall recommend acceptance or rejection of all changes above the limit specified above to the Board who shall promptly make the necessary decision. The architect shall execute these changes with the contractor.

**Policy Approved:                    September 23, 1987**

**Policy Revised:                    January 23, 2017**