

**PURCHASING – CHANGE ORDER PROCEDURE**

<b>AP No. 6338</b>
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Board Reviewed: 12/12/63; 1/10/79; 2/1/82; 5/4/82; 3/9/83; 11/10/93 ; 8/16/06

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- I. Change Order projects may be processed prior to any work being done.
  - A. Change Orders for Open Orders shall be submitted through the regular requisition approval process
  - B. Change Orders for construction or a public works project shall be submitted through the architect or program manager
  - C. The change order request or requisition shall contain at a minimum the following information:
    1. Name of the individual or organization requesting the change
    2. Reason for the change
    3. Description of the change (when applicable, a sketch shall be submitted showing the nature and location of the requested change).
  - D. Formal approval of the Board of Trustees must be obtained prior to the authorization of a Change Order for all Change Orders of \$2,500 or over, or in excess of 10 percent (10%) of the contract, whichever is greater on a formally awarded bid (public works) project. The architect or program manager (or contractor) shall be notified in writing of the action taken on the Change Order Request. The change shall be executed as soon as practicable after written notification has been received. All Change Orders shall be in accordance with Public Contract Code Section 20659.