



**CHANGE ORDERS**

Only the Board has authority to approve change orders from the final plans and specifications. The Board may choose to authorize the District Administrator or Building and Grounds Committee to tentatively authorize change orders during construction. However, the Board must take official approval action after the fact in such cases.

All change order requests shall be in writing stating the specific details of the proposed change, reasons for the change and effects on costs.

Adopted: October 1975  
Revised: September 1986  
June 2002