

Adopted: May 7, 1996
Revised: August 18, 2003
June 15, 2009
Last Reviewed: February 20, 2015
May 19, 2020

District 77 Policy 717

717 CONTRACT CHANGE ORDERS

I. PURPOSE

The purpose of this policy is to establish guidelines for the approval of change orders for construction projects.

II. GENERAL STATEMENT OF POLICY

The Superintendent of Schools or the Director of Business Affairs is authorized to approve change orders to contracts formally approved by the School Board.

III. REQUIREMENT

The amount of each individual change order approval cannot exceed 15% of the original total project amount or a \$15,000 maximum which ever is the least amount. Change orders to formal contracts in excess of 15% or \$15,000 must be approved by the School Board.

Legal Reference: None