



Students choosing to excel; realizing their strengths.

Change Order Approval Process

When the District Administrator or Business Manager receives a change order from a contractor/vendor on a district project costing \$10,000 or more, the following process will be used for authorization of the change order:

1. The District Administrator will send an electronic message or make a phone call to each Board Member detailing the change order and the District Administrator's recommendation.
2. Each Board Member will be asked whether s/he endorses the change order.
3. Allow twenty-four hours from the time the message or call was sent for Board Members to reply.
4. If all Board Members endorse the change order, the District Administrator is authorized to approve the change order.
5. If one or more Board Members does not endorse the change order, the District Administrator will work with the Board President to call a Special Board Meeting as soon as is practicable, but no later than three working days, to take action on authorization of the change order.